CITY OF GROSSE POINTE
JOB DESCRIPTION

DIRECTOR OF PUBLIC SAFETY

Position Summary: The Director of Public Safety is responsible for the administration, supervision and direction of employees and activities of a municipal public safety department, involving the continuous enforcement of laws and ordinances, fire suppression and prevention, the protection of life and property, and to perform related work as required.

Reports to: Work is performed under the general direction of the City Manager.

Supervises: Employee is responsible for planning, directing and coordinating the activities of departmental personnel.

ESSENTIAL JOB FUNCTIONS: An employee in this classification is required to perform the essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties, which the employee may be expected to perform.

1. Plan, direct and supervise the operation of a public safety department, coordinating functions and activities through consultation with subordinate officers.

2. Plan and direct the prevention of fire and criminal activities, apprehension of law violators and other public safety activities.

3. Develop long-term plans for improving organization and operations.

4. Determine objectives, develop procedures and departmental rules and regulations.

5. Recommend policies and actions to the City Manager and confer regarding various practices and procedures.

6. Issue commands to subordinate officers for execution.

7. Review complaints and departmental activities with citizens and representatives of organizations.

8. Supervise the administrative activities of the department, including the assignment of full-time and reserve personnel and equipment requisitioning materials, supplies and equipment and preparation of department budget, other correspondence, records, and reports.


10. Supervise and administrate various City inspection activities.

11. Coordinate the recruitment and training of all public safety personnel.
12. Administer the preparation of the uniform crime and fire statistic reports, other records and correspondence.

13. Coordinate and supervise special authorized activities, fire scenes, major investigations, emergency situations and emergency services.

14. Knowledge of the City Charter, local ordinances, state and federal laws, and regulations pertaining to municipal government.

15. Perform related work as required.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:
The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- Bachelor’s Degree in Police Administration or related field.
- Thorough knowledge of principles, practices and procedures of public safety (fire-police) administration.
- Considerable knowledge of the scientific methods of crime prevention and detection, fire suppression and prevention, communications and public relations.
- Ability to plan, coordinate, assign and supervise the work of a group of subordinates engaged in a variety of public safety activities.
- Ability to effectively present information relating to departmental activities.
- Ability to work effectively with other officials, employees and the general public.

An employee in this classification, upon appointment, should have the equivalent of the following training and experience:

- Police and fire certification.
- Extensive experience and several years of progressively responsible experience in position, involving various phases of public safety work.
- Graduation from an accredited college with a Bachelor’s Degree including education and training in modern police and fire sciences, supervision and administration.

Advanced training is preferred from the FBI National Academy or the School of Police Staff and Command.

Physical Requirements and Work Environment: The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.