

Excellent Employment Opportunity

## **PUBLIC SAFETY ASSISTANT DIRECTOR**

Competitive salary level will be dependent of experience and training.

**Closing date: FRIDAY, MAY 19, 2021**

Under limited supervision, assists the Director of Public Safety in administering and overseeing all operations of the Department of Public Safety for the City of Cayce, including police, fire, dispatch, animal control, park rangers and first responder services. Supervises senior command staff and other staff to ensure that all departmental operations are properly maintained and implemented. Ensures the maintenance of a positive and cooperative relationship between the department and the community it serves. Performs related professional, supervisory and administrative work as required. Reports to the Director of Public Safety.

- Assists the Director in administering and overseeing all operations of the Department of Public Safety for the City of Cayce.
- Supervises directly, or through subordinate supervisors, a large staff of professional and support employees; supervisory duties include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending and approving transfers/promotions, discipline and termination and recommending salary increases.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations for improvement as appropriate; offers advice and assistance as needed.
- Acts on behalf of the Director of Public Safety when designated.
- Keeps the Director informed of division's activities and problems; assists the Director with budgeting, planning and administration of department; may assume additional supervisory and administrative duties in the absence of the Director.
- Plans, directs and supervises the personnel of the Fire and/or Operations Divisions, ensuring compliance with all laws, regulations, policies, procedures and standards of quality and safety.
- Develops and ensures implementation of policies and procedures to govern the activities of the department; sets and enforces policy for performing the legal function of the office.

### **Licenses and Certifications**

- Valid South Carolina Driver's license
- Must have completed the SC Criminal Justice Academy Class I
- Must have completed the SC Criminal Justice Academy Basic Instructor Class or its equivalent.
- Management, supervisory, techniques training (FBINA or CPM)

### **Preferred Certifications**

- NFPA level Fire Fighter I & II
- NFPA level Haz-Mat Ops and Auto Extrication

**Copies of the following documents should be submitted with Public Safety applications: Birth Certificate, valid Driver's license, HS Diploma/GED Certification, Social Security card, DD Form 214 (ex-Military personnel), current Credit Report from local Credit Bureau.**

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: [www.caycesc.gov](http://www.caycesc.gov). **A valid SC Driver's License with a good driving record is required. Application required.** EOE



<b>Job Title:</b>	<b>Public Safety Assistant Director</b>	<b>Department/Loc:</b>	<b>Public Safety</b>
<b>FLSA Classification:</b>	<b>Exempt</b>	<b>Date Drafted:</b>	<b>April 27, 2021</b>
<b>Reports To:</b>	<b>Director of Public Safety</b>		

**Position Summary**

Under limited supervision, assists the Director of Public Safety in administering and overseeing all operations of the Department of Public Safety for the City of Cayce, including police, fire, dispatch, animal control, park rangers and first responder services. Supervises senior command staff and other staff to ensure that all departmental operations are properly maintained and implemented. Ensures the maintenance of a positive and cooperative relationship between the department and the community it serves. Performs related professional, supervisory and administrative work as required. Reports to the Director of Public Safety.

**Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Assists the Director in administering and overseeing all operations of the Department of Public Safety for the City of Cayce.
- Supervises directly, or through subordinate supervisors, a large staff of professional and support employees; supervisory duties include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending and approving transfers/promotions, discipline and termination and recommending salary increases.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations for improvement as appropriate; offers advice and assistance as needed.
- Acts on behalf of the Director of Public Safety when designated.
- Keeps the Director informed of division’s activities and problems; assists the Director with budgeting, planning and administration of department; may assume additional supervisory and administrative duties in the absence of the Director.
- Plans, directs and supervises the personnel of the Fire and/or Operations Divisions, ensuring compliance with all laws, regulations, policies, procedures and standards of quality and safety.
- Develops and ensures implementation of policies and procedures to govern the activities of the department; sets and enforces policy for performing the legal function of the office.
- Plans, directs and coordinates services within division; evaluates and identifies present and future needs; establishes priorities; formulates and recommends long and short range public safety plans; formulates, recommends, updates and distributes goals and objectives; researches, develops and recommends implementation of new strategies for innovative and better service; develops operational procedures and policy guidelines.
- Performs supervisory functions such as training, work assignments and evaluation, counseling, disciplining, or terminating as required; selects new employees and recommends transfers or promotions. Takes necessary steps to ensure the wellbeing of subordinate employees.
- Attends and conducts meetings as required.



- Interprets new and existing public safety laws and departmental policies and procedures; reviews activities of subordinates ensuring proper procedures and standards are met.
- Assists with the divisional budget; prepares specifications for large purchases such as fire apparatus, air packs, law enforcement equipment, etc., obtains bids and makes purchases on specialized equipment for the department.
- Performs vehicular patrols as necessary; assists motorists and persons in distress; issues traffic summonses, warnings and citations; pursues, apprehends and detains criminals, suspects and traffic violators.
- Assumes command at the scene of crimes, search and rescue or other major emergencies, or when directed; participates in more difficult problems and instructs subordinate officers in methods to be followed in special cases.
- Documents incident reports; maintains records required for legal processes of court; serves as a witness in court proceedings.
- Determines division goals and sets protocols for specific projects and programs.
- Secures and administers grants for special projects/program funding.
- Develops and maintains cooperative relationships with other City departments, outside vendors and the general public contacted in the course of work; assists in resolving problems or complaints.
- Provides leadership and coordination in high risk and/or emergency situations; performs general law enforcement duties.
- Ensures the proper maintenance of divisional vehicles and equipment. Coordinates purchases and repairs of public safety equipment.
- Attends periodic training sessions, maintains required level of proficiency in the use of firearms and equipment.
- Reviews reports and monthly statistics, directing personnel as needed; prepares administrative reports.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department, city agencies and the community. Promotes public safety cooperation and awareness with schools and civic groups; conducts public safety meetings/classes; establishes positive community relations. Receives and responds directly to citizen's inquiries, concerns and complaints concerning law enforcement and fire suppression activities.
- Keeps the Director advised of any and all incidents or events that require his/her attention.
- Cooperates with public safety officers of other state, local and federal agencies in investigations.
- Operates various types of office equipment such as computers, printers, calculators, radio equipment, telephones, fax machines, copiers, cameras, etc. Operates/uses a variety of police equipment including a police vehicle, firearms and related equipment, etc.
- Uses office and computer supplies, restraining devices, protective gear and a variety of police/fire issued materials and supplies.
- Coordinates recruitment and hiring activities; develops recruitment literature and participates in recruitment programs; supervises parts of the applications process; reviews and screens applicants and makes recommendations to the Director.
- Participates in safety related training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed and/or discussed. Follows safety rules and regulations and uses personal safety equipment.
- Maintains prompt and regular attendance; adheres to city policies and procedures regarding absences and tardiness.

### **Position Responsibilities - Non-Essential/Other**

- May be required to assume various command duties and operations at the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.



- Prepares reports, papers and other documents appropriate to the department; maintains and updates records and manuals.
- Attends seminars and studies written materials to maintain knowledge in the field.
- Monitors staffing to ensure that an adequate number of officers are scheduled each day; schedules and monitors training hours to ensure each officer receives adequate in-service training during the year.
- Performs other related duties and other duties as assigned.

**Essential Skills and Experience**

- Requires a Bachelor's degree in criminal justice, business, public administration, emergency management or other relevant field, with ten years of experience in law enforcement, at least five of which have been at the senior management level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.
- Advanced knowledge of law enforcement, community policing and police investigations theory, and administration to oversee planning and implementation of police and fire field operations and to prepare reports/analyses, policies and budget at a level generally acquired through completion of basic law enforcement and fire academy is highly preferred.
- A very high level of analytical skill is necessary in order to develop and implement department mission, goals and procedures; determine needs for capital expenditures, personnel and operating budget; and prepare special reports or analyses for jurisdiction or outside agencies.
- An advanced level of interpersonal skill is necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying good or services to the jurisdiction.
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in best interest of citizens and jurisdiction. Analytical ability to plan work schedules and evaluate work performances.

**Licenses and Certifications**

- Valid South Carolina Driver's license
- Must have completed the South Carolina Criminal Justice Academy Class I
- Must have completed the South Carolina Criminal Justice Academy Basic Instructor Class or its equivalent.
- Management, supervisory, techniques training (FBINA or CPM)

**Preferred Certifications**

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**Mental & Physical Demands - ADA Guidelines**

**Physical Demands**

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |



**Lifting Requirements**

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

**Definitions**

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|--------------|----------------|---|
| • <b>N/A</b> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <b>O</b>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <b>F</b>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <b>C</b>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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