



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

JOB POSTING NOTICE

The City of Pawtucket is posting the following vacancy in Unclassified/NonUnion:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Executive	Executive	Director of Public Safety	UNC- \$95,000-\$110,000

Minimum requirements upon application:

- Bachelor's Degree in Public Administration, business administration, criminal justice, fire science, law, management or a related field, with a master's degree or advanced law degree preferred.
- A minimum of ten (10) years of supervisory experience in public safety administration preferred, including responsibility for such areas as budget development and administration, organizational design, capital and equipment budgets and planning, professional development, public/community relations and/or labor relations.
- Works under general direction of the Mayor in accordance with applicable Federal, State and/or Municipal Laws and City and Departmental policies. This is a highly responsible position requiring independent judgment and initiative.
- Supervises the Police Chief, the Fire Chief, the Director of Emergency Management and other heads of Divisions, Department, Offices or facilities reporting to the Director of Public Safety.
- Because of the nature of this position, the successful candidate is expected to be available at all times, 24 hours a day, 365 days a year, unless on an approved vacation or leave of absence.

CERTIFICATES/LICENSES

- Must hold a valid driver's license.

PLEASE SEND A COVER LETTER, RESUME AND FULLY EXECUTED COPY OF THE CITY OF PAWTUCKET EMPLOYMENT APPLICATION, WHICH CAN BE FOUND AT WWW.PAWTUCKETRI.COM UNDER EMPLOYMENT OPPORTUNITIES. PLEASE ATTACH COPY OF MOST RECENT DIPLOMA.

VIA EMAIL TO

CLAIRD@PAWTUCKETRI.COM

Application Period: January 9, 2017 – Until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET Job Description

Job Title: Director of Public Safety
Department: Executive
Reports To: Mayor
Grade Level: UNCLASSIFIED (\$95,000 - \$110,000)
Prepared By: Personnel
Prepared Date: January 6, 2017
Approved By:
Approved Date:
FLSA Status: Exempt

SUMMARY

Under general direction, the Director of Public Safety is responsible for community engagement with respect to public safety and oversees the City's public safety functions, including the Police Division, the Fire Division, the Division of Licenses and Inspections, the Emergency Management Agency and the Public Safety Information Technology Office and such other oversight as assigned by the Mayor. The Director of Public Safety is an unclassified civilian position appointed by and serving at the pleasure of the Mayor. The position is an exempt executive position under the Fair Labor Standards Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the City's Police and Fire Divisions, the Public Safety Information Technology Office, the Emergency Management Agency, and licensing and inspections, including executive responsibility for recruiting, promotions, organizational structure and design, disciplinary actions, and labor relations, including collective bargaining and the resolution of grievances and complaints.
- Provides strategic and operational input and oversight for Public Safety Divisions/Departments, including oversight of budgets, expenditures, planning, organization and the size, composition and deployment of the workforce.
- Advises the Mayor and other members of administration leadership with respect to public safety matters, including but not limited to law enforcement, fire safety, public health and emergency/disaster situations.
- Obtains and analyzes statistical data and creates reports to measure the scope and effectiveness of public safety services and to recommend and implement plans, programs or initiatives to improve public safety service delivery and efficiency.
- Responsible for the City's public safety community engagement effort and serves as a spokesperson in public safety matters including representing the

Mayor at meetings and functions, meeting and interfacing with citizens and community leaders, and providing testimony at hearings on public safety matters at public meetings or hearings.

- Creates and implements a strategy to familiarize the community with public safety services and initiatives and provides a forum for community input.
- Performs all functions in compliance with Federal, State, and municipal laws.

SUPERVISORY RESPONSIBILITIES

- The Director works under general direction of the Mayor in accordance with applicable Federal, State and/or Municipal Laws and City and Departmental policies. This is a highly responsible position requiring independent judgment and initiative.
- The Director of Public Safety supervises the Police Chief, the Fire Chief, the Director of Emergency Management and other heads of Divisions, Departments, Offices or facilities reporting to the Director of Public Safety.

QUALIFICATIONS

- Excellent written and oral communication skills, including demonstrated experience as a public speaker or spokesperson.
- The demonstrated ability to create partnerships and create a positive dialogue among public safety providers and the community, and among City, State, federal authorities and other communities.
- Experience managing large-scale planned or unplanned public safety events, including emergency/disaster preparedness/response.
- Experience in the development and implementation of cost-effective public safety strategies and initiatives, including those that rely on coordinated efforts of public safety service providers and create efficiencies through consolidated public safety infrastructure.
- Any combination of the above qualifications that clearly demonstrates a candidate's ability to effectively excel in the position.
- The successful candidate must possess a valid driver's license in the state of residence without record of suspension or revocation.
- The successful candidate must submit to a comprehensive background check, including a State and Federal criminal background check and a psychological assessment.
- Because of the nature of this position, the successful candidate is expected to be available at all times, 24 hours a day, 365 days a year, unless on an approved vacation or leave of absence.

EDUCATION and/or EXPERIENCE

- A minimum of a bachelor's degree in public administration, business administration, criminal justice, fire science, law, management or a related field, with a master's degree or advanced law degree preferred.

- A minimum of ten (10) years of supervisory experience in public safety administration preferred, including responsibility for such areas as budget development and administration, organizational design, capital and equipment budgets and planning, professional development, public/community relations and/or labor relations.

LANGUAGE SKILLS

Frequently interacts verbally and in writing regarding highly confidential, complex and/or public matters with other managers, elected and appointed boards and committees, professionals external to City government, subordinates, and other office staff; periodically and appropriately communicates with the City's constituents, suppliers, various news media and others. Given the diversity of our community, candidates who are bilingual and/or who have experience in multicultural communities are encouraged to apply.

MATHEMATICAL SKILLS

Excellent math skills required, including the ability to analyze and interpret statistics, calculate figures and amounts such as interest and percentages, and analyze and project budgetary effects of policy decisions.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is primarily of an intellectual nature; is frequently required to walk, stand, sit, and talk or hear; use hands to finger, handle, feel or operate objects or controls, and reach with hands and arms; intellectual and mental acuity to perform conceptual and detailed technical and financial work; contacts involve a broad spectrum of issues and must be dealt with appropriate to their meaning and circumstances; administrative and technical work related to public service systems and related technologies.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.