

## **PUBLIC SAFETY DIRECTOR**

Code No. 3-14-269  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a high level administrative position in a Town responsible for general administration of Town departments or functions such as Police, Fire Marshal, Civil Defense, traffic study and control, safety committee and dog control. The incumbent also provides coordinating services to independent fire districts, volunteer ambulance services, school districts, county and state emergency and safety services, and private industry. Administrative direction is received from the Town Board, through the Town Supervisor, with wide leeway allowed for independent judgment and decision making. The employee represents the Town Board and Supervisor in a variety of matters involving public safety and plays a key role in developing town policies and procedures related to public safety and management. General supervision is exercised over those departments under the Director's jurisdiction. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All not need be performed in a given position. Other related duties may be performed, although not listed.)

Develops, implements and monitors a local natural and man made disaster preparedness plan within regulatory laws;

Recommends action and develops procedures to assure all regulating rules, laws, and/or codes are addressed and adhered to by the Town;

Meets with independent fire districts and ambulance services to coordinate the services provided by the Town with the services they provide;

Meets with local businesses to determine potential environmental or health hazards that may exist to residents of the Town resulting from regular business operations;

Meets with local school districts, hospitals, and other organizations to determine potential impact and defined responses in the event of a natural or man made disaster;

At the direction and on behalf of the Town Supervisor, coordinates the delivery of all emergency services to Town residents in the event of an emergency or disaster;

Reviews emergency services provided by county and state governments and evaluates their appropriate use by the Town;

Provides technical and management expertise to departments and other independent agencies to assist in long-range planning to meet the future safety needs of the Town;

Oversees the administration of Town departments and functions such as Police, Fire Marshal, Civil Defense, Traffic study and control, safety committee and dog control;

Evaluates existing services and departments in the Town to provide more efficient operation where possible and eliminate duplication of services; recommends and/or implements changes in methods, practices and procedures where appropriate;

Develops and recommends operating budgets for all departments under his/her jurisdiction, monitors expenditures of approved budgets;

Assists in researching and making application for grant money in all areas of public safety.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the conditions and needs of the Towns pertaining to public safety; good knowledge of the laws and regulations governing local Police, Fire, Civil Defense, Traffic Safety, Dog Control and other divisions under his/her jurisdiction; good knowledge of laws and regulations of related public safety concerns such as ambulance service and hazardous waste; good oral and written communication skills; analytical skill; ability to meet with and coordinate many complex service organizations into systematic relationships; ability to develop and recommend appropriate operating plans and policies particularly as related to emergency preparedness; ability to develop and monitor a comprehensive budget; ability to speak effectively before various groups; ability to prepare concise oral and written reports; ability to establish and maintain effective professional relationships with Town departments, community agencies and local businesses; ability to oversee and direct the activities of various Town departments; ability to evaluate services provided and recommend improvements; administrative ability; tact; courtesy; good judgment; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus **EITHER:**

- (A) Four (4) years paid full-time or its part-time equivalent experience in an organized police department; two (2) years of which must have been in the position of Police Captain or higher rank in a town, village, or city police department; or a county sheriff's office in the State of New York or the New York State Police; **OR,**
- (B) Four (4) years paid full-time or its part-time equivalent experience as a Public Safety Director or Director of Emergency Preparedness in a government setting; **OR,**
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

ADOPTED: November 1, 1990  
REVISED: December 10, 1992  
Denied UNCLASSIFIED 2/27/1995  
REVISED: June 4, 2009