

Public Safety Director

The Town of Landis, NC seeks qualified applicants for the position of Public Safety Director for a town of 3,000+ citizens with approximately 50 full and part-time employees. Town services include a full range of municipal services such as electric, water, sewer, recreation, police, fire and public works. The selected candidate will be responsible for oversight of both the Police and Fire Departments. Primary duties of the position will be those traditionally assigned to both the Police and Fire Chief, with the goal to merge the two into a cohesive Public Safety Department. For specifics relating to the duties of the position please refer to the Town of Landis website under the Department tab. The position will report directly to the Town Manager. The Town of Landis is located off the I-85 corridor just north of Kannapolis in Rowan County. A Bachelor's degree in Criminal Justice, Public Administration or a related field is desired. Certification by the NC Justice Training and Standards Council as a law enforcement officer is required, along with progressively responsible experience in the fire service. The position is classed at Salary Grade 29 with a hiring range starting at \$72,808. The successful applicant will not be required to reside within the Town of Landis but proximity to the Town will be a determining factor in the selection process. A completed application which may be obtained from the Town's website, should be delivered to the attention of Interim Town Manager, Leonard Barefoot at POB 8165, Landis, NC 28088. Potential candidates may also submit a resume to lbarefoot@townoflandis.com to determine if their qualifications are satisfactory. The position will remain open until filled.

PUBLIC SAFETY DIRECTOR

General Statement of Duties

Performs complex managerial, administrative, and public safety work planning, organizing and directing the Police and Fire Departments.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the public safety programs of the Town including patrol, fire suppression, investigations, telecommunications, support services, records and administration. Work involves responsibility for the protection of life and property, managing staff assigned to shifts and working 24/7, establishing and articulating a clear sense of mission and vision for the department, and planning and directing emergency response activities. Work includes full managerial role including establishing policy, evaluation of programs, and adherence to prescribed state standards, planning for and implementing special activities, preparing special state, federal and local reports, analyzing crime and accident trends, cooperating with other law enforcement agencies, budget preparation and management and supervision of all department personnel. The Director attends major law enforcement and fire incidents and may take command at the site; consequently, skills must be maintained in both disciplines. Work is performed in accordance with departmental policy and state and federal law. The employee may be subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Work in the public safety duties is also subject to the final standards of OSHA on blood borne pathogens. Work is performed under the administrative supervision of the Town Manager and is evaluated through review of reports and conference for effectiveness of programs and acceptance of the community.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes and directs all divisions of the department through subordinate supervisors; establishes and communicates clear mission, vision, and standards of performance excellence; establishes priorities, policies, and protocols; represents the department with the Town Manager, Mayor and Board of Aldermen; attends Board of Aldermen meetings as needed; makes presentations on behalf of the department.
- Manages all department staff through subordinate supervisors; evaluates the department and its personnel; supervises and participates in hiring, orientation, promotion, performance coaching and evaluation, training and development, compensation, and mentoring of department staff.
- Promotes the departments' work and goals to the general public through individual contact and addresses to civic groups, school groups, and other organizations. Partners with other public safety agencies on plans and issues, works with the public on difficult or unusual crime situations, and communicates for the department with the media.
- Coordinates with other law enforcement and fire agencies in law enforcement, fire suppression, detection, and investigative activities; arranges and maintains effective mutual aid agreements and working relationships.
- Meets with command staff on a regular basis to plan, solve problems, build an effective team and communicate department operations; consults with subordinate officers on matters of training, work assignments and scheduling, work performance, promotions, and discipline; ensures effective communications up and down the chain of command; provides leadership, motivation, and conflict resolution as needed; evaluates and improves programs and services as needed.
- Supervises and participates in the preparation and administration of the annual operating and capital

budget; supervises the development and administration of grants to supplement departmental program funds; oversees utilization of technology; oversees operation and maintenance of vehicles, apparatus, equipment and buildings.

- Receives and investigates or delegates inquiries or complaints from the public concerning police activities and services.
- Supervises through subordinate supervisors the preparation of periodic reports of crime, fire, hazardous materials, and accident activity and department activities in relationship to this information; analyses data for trends.
- Takes a lead role in directing activity at major incident scenes following incident command.
- Develops emergency response plans and oversees their implementation during emergency situations.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of law enforcement principles, practices, methods and equipment.
- Thorough knowledge of the principles and practices of fire service management and skill in their application and use of firefighting equipment and apparatus.
- Thorough knowledge of emergency services planning and mitigation methods and procedures.
- Thorough knowledge of related state and federal laws, and local ordinances.
- Thorough knowledge of the physical, economic, and social characteristics of the Town.
- Thorough knowledge of the Town's personnel, budgeting and purchasing policies and procedures.
- Thorough knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, collaborative conflict resolution, performance coaching and evaluation and use of discipline procedures.
- Considerable knowledge of the application of information technology to public safety and administrative work.
- Considerable knowledge of the laws and regulations related to hiring and supervising staff.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Skill in collaborative conflict resolution, public speaking, meeting facilitation and public relations.
- Ability to lead and inspire confidence among subordinate officers; ability to establish performance excellence and high morale; skill in mentoring, coaching, motivation, communication, and performance evaluation with subordinates.
- Ability to plan and direct special programs and events related to law enforcement and fire service.
- Ability to prepare clear and concise reports analyzing departmental operations and to develop and manage a departmental budget; ability to communicate effectively in writing.
- Ability to exercise sound judgment and react effectively in emergency situations.
- Ability to speak effectively before a group, to deal tactfully and effectively with the public, and to establish and maintain effective working relationships with staff, other Town departments and Town officials.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 50 to 100 pounds of force occasionally; 20 pounds frequently and 10 pounds constantly.
- Must possess the visual acuity to operate a law enforcement vehicle and distinguish details and differences when observing people, places, or things on patrol, and colors and smoke in fire incidents, to operate a computer and to prepare written reports.

Desirable Education and Experience

Graduation from an accredited college or university with a bachelor's degree in criminal justice or public administration supplemented by basic and advanced courses in police and fire science and administration preferred; and extensive progressively responsible experience in police and fire work, including considerable management experience; or an equivalent combination of education and experience.

Special Requirement

Before assignment to this class, employee must possess a valid North Carolina driver's license and be certified by the North Carolina Justice Training and Standards Council as a law enforcement officer. Prefer Advanced Law Enforcement Certification. Other certifications as established by the Town.