



The City Beautiful

City of Coral Gables Job Description

Job Title:	Assistant City Manager/Director of Public Safety	Prepared date:	3/2015 Revised 3/2016
Department:	City Manager	Approved By:	Elsa I. Jaramillo-Velez Catherine Swanson-Rivenbark
Classification:	0631		
Pay grade:	44E		
FLSA:	Exempt		

Summary

Under the broad policy guidance of the City Manager, this position provides executive level leadership for Public Safety—while also overseeing departments comprising more than half of the City’s employees and General Fund expenditures. The incumbent is responsible for the strategic development and coordinated deployment of a proactive City-wide public safety program which incorporates the nation’s best practices, training, and technology while building on the strengths of an ISO Class 1 Fire Department and a CALEA accredited Police Department (Accreditation with Excellence) and inter-agency partnerships. The Police Chief and the Fire Chief, and their respective divisions, report to the Assistant City Manager/Director of Public Safety who is also the lead negotiator for Police and Fire labor contracts. In addition, the Assistant City Manager/Public Safety Director is the City Manager’s designee for Emergency Management matters.

In addition to operational authority over the traditional spheres of Public Safety (Police, Fire, and Emergency Management) the Assistant City Manager/Director of Public Safety will also oversee Human Resources, Risk Management and Information Technology to ensure the highest level of coordination, recruitment, retention, training and technological innovation.

As an Assistant City Manager, the incumbent fully engages all departments in the City (such as Public Works, Community Recreation, and Parking) in a city-wide program to make the community safer based on both perception and reality while fostering the successful introduction of new technologies, smart design, dynamic training, and best practices to insure the highest level of service delivery, coordination, and performance.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the City Manager in the administration of the City consistent with the City’s goals and initiatives ensuring high quality customer service, professional standards, and quality controls.

Develops and implements work programs, policies and procedures; initiates and carries to completion special programs as assigned by the City Manager; personally handles a variety of ongoing and special work projects in an effort to insure optimal interdepartmental coordination.

Presents recommendations to the City Manager on personnel matters including the selection and retention of Director-level and command staff appointments for Public Safety while also providing a professional review of city-wide personnel recruitment processes to insure only the best, most qualified candidates are selected.

Reviews and revises policies and procedures to insure optimal results that are professional, consistent, and transparent.

Plans, coordinates, integrates and evaluates the work of assigned City departments and subordinate department directors while monitoring long-term plans, goals and objectives focused on achieving the City's mission and Commission priorities; manages, facilitates, and directs the development, implementation and evaluation of plans, programs, policies, systems and practices to achieve City goals.

Directs and evaluates the performance of assigned department directors; establishes performance requirements in conjunction with the assigned departments and the City Manager; regularly monitors performance and provides coaching and training opportunities for performance improvement and development; makes recommendations on compensation and other ways to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.

Provides leadership and works with department directors to develop, retain, and attract highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values. Facilitates and encourages the development of effective succession planning strategies to insure the continuation of exemplary leadership and the presence of appropriate promotional opportunities.

Participates in the development of operating budgets for assigned departments while facilitating inter-agency and/or inter-departmental cost sharing where appropriate.

Serves as the City's lead for emergency management matters and threat assessments while coordinating with City Departments and outside agencies.

Serves as a lead negotiator in the City Manager's Executive Management Team for Public Safety collective bargaining; reviewing and/or providing analysis and recommendations of collective bargaining proposals. Manages and responds to grievances, disciplinary actions, and terminations.

Works closely with the City Manager, City Commission, City Departments, and citizen groups in developing and implementing programs to achieve City priorities and solve problems in areas of assignment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Demonstration of exemplary leadership skills and the ability to motivate and inspire assigned Departments while fostering an environment of collaboration, shared respect and honor.

Knowledge of operations, services, and activities of a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness and response, incident command, threat assessment, and associated programs, services, and operations.

Knowledge of cutting-edge law enforcement theory, principles, and practices and their application to a wide variety of services and programs including new technology, crime reductions strategies, investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.

Knowledge of budgetary development, administration and control.

Knowledge of local codes, ordinances, and regulations or the ability to rapidly acquire such knowledge in a reasonable period of time.

Knowledge of personnel administration and procedures.

Ability to develop and administer inter-departmental goals, objectives, and procedures.

Ability to analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.

Ability to select, supervise, train, motivate, and evaluate staff in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies and the public.

Ability to communicate effectively, orally and in writing.

Ability to negotiate, interpret and administer Union contracts.

Ability to prepare and administer large and complex budgets.

Ability to interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

Ability to retain presence of mind and act quickly and calmly in emergency situations.

Ability to work diplomatically and effectively with diverse citizens' groups to achieve overall goals and objectives.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but

not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

A Bachelor's Degree from an accredited college or university in Management, Public Administration, Criminal Justice or Fire Science or related field is required. A Master's degree is preferred. Leadership experience in regional or state-wide professional associations and/or active membership in Police Executive Research Forum is highly desirable.

A minimum of ten (10) years of progressively responsible executive level leadership experience in Police or Fire administration including at least five years as a respected Police or Fire Chief, Assistant/Deputy Police or Fire Chief from an accredited agency or equivalent. Continuation of FDLE certification as a law enforcement officer is required.