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## JOB ANNOUNCEMENT

### February 23, 2023

**Position:** Public Safety Director/Chief of Police

**Department:** Public Safety

**Salary Range:** \$91,062-\$121,201

#### Job Summary:

Under general administrative direction of the Mayor, reports to the City Administrator. Plans, coordinates, directs and organizes the public safety functions set forth by local, State and Federal authorities. Supervises all police, fire, emergency medical service, emergency management, and public information, and all employees under that group. Performs supervisory duties, including interviewing and recommending hiring, training, assignments, discipline, evaluating and recommending discharge. Performs other duties as required.

#### Essential Duties and Responsibilities

Manage all Public Safety Department services and activities; development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.

Plans, organizes and directs the activities of the Public Safety Department, providing general law enforcement, criminal investigation, fire suppression and prevention, rescue services and emergency medical services, disaster responses, nuisance abatement, and code enforcement.

Develops long-term plans to improve departmental operations. Evaluates pending legislation and statutes, and responds to changing regulations and technology regarding law enforcement, fire prevention and suppression through review of technical materials and professional education.

Develops annual department budgets for operations and equipment. Assists with developing long-range capital budgets for various public safety programs. Monitors departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies. Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.

Coordinates with the planning and zoning department including the enforcement of zoning regulations, nuisance ordinances and code enforcement.

Plans, directs, and coordinates, through subordinate-level staff, the Public Safety Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; attends City Council and other meetings as required.

Represents the Public Safety Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention, and related support services; incorporates new developments as appropriate.

Responds to and may command police and/or fire emergencies or community disasters.

Keeps the City Administrator informed of Departmental operations and developments that he/she will need to know to effectively coordinate the management of the City.

**Job Requirements:**

- Certification from Iowa Law Enforcement Academy within the first year, MMPI-2.
- FEMA Incident Command Certification at IS-100, 200, 700 and 800 within the first year.
- Iowa Firefighter I Certification within first year of employment
- Iowa or National Registry Emergency Medical Technician Basic, preferred
- Residency within 5 miles of City limits, within 6 months of employment
- Firearms proficiency pursuant to ILEA guidelines and Firearms Competence Certification
- American Red Cross CPR Certification
- Competency with ASP Baton and Taser pursuant to ILEA guidelines

**Knowledge, Skills, Abilities**

- Administers police, fire, emergency medical, code enforcement, and public information programs.
- Analyze and evaluate programs, policies, and operational needs.
- Law enforcement theory, principles, and practices relating to programs including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
- Principles and practices of disaster preparedness, response, and recovery.
- General Operational characteristics of police and fire apparatus, and equipment.
- Court decisions and how they affect department operations.
- Methods and techniques of public relations.
- Pertinent federal, State, and local laws, codes, and regulations.
- Principles and practices of municipal organization, administration, personnel, and budget management.
- Develops and administers departmental goals, objectives, and procedures.
- Identifies and responds to sensitive community and organizational issues, concerns, and needs.
- Prepares and administers large and complex budgets.
- Meets the physical requirements necessary to safely and effectively perform the assigned duties.
- Effectively presents information and responds to questions from groups of managers, clients, customers, and the general public.
- Communicates clearly and concisely, both orally and in writing.
- Establishes and maintains effective working relationships with those contacted in the course of work.

**Supervision**

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

\*\*A Full Job Description and an online Job Application and ability to upload cover letter and resume, can be found at [www.cityofnevadaaiowa.org](http://www.cityofnevadaaiowa.org) . Any questions may be directed to Jordan Cook, City Administrator at [jcook@cityofnevadaaiowa.org](mailto:jcook@cityofnevadaaiowa.org) or 515-382-5466. First review of applications is tentatively set for February 24<sup>th</sup>. Pre-employment physical, drug screen and background investigation will be conducted. EOE/AA.