

DIRECTOR OF PUBLIC SAFETY

This position under the direction of the City Manager is responsible for directing the operations of the Police Department, Court Services including Municipal Court and Probation Services, Communications (911 Center), Conyers Security Alert, and the records of each of these departments.

ESSENTIAL FUNCTIONS:

Provides leadership, short and long term planning as well as organization development to the above departments.

Directs operations of the above departments and directs the implementation of the plans and activities through senior staff in each department.

Develops and implements short and long-range goals for the departments and establishes priorities and deadlines.

Establishes controls to insure that department activities are carried out according to the adopted goals, activities, and procedures.

Formulates the rules, policies, and procedures for each division.

Makes decisions regarding hiring of staff, reviews various personnel actions, including promotions, demotions, transfers, suspensions, terminations, and others.

Ensures the proper allocation of personnel and other resources in each department and reviews the staffing levels with senior staff.

Develops and promotes Public Safety Programs and concepts.

Provides consultation and makes recommendations to the City Manager regarding departmental programs.

Directs to the appropriate staff the preparation of reports, studies, and projects required of each division.

Develops with the assistance of the senior staff of each department fiscal year budgets and manages the appropriate expenditure of the allocated funding.

Works closely with other governmental agencies to establish and maintain cooperative working relationships.

Meets with a variety of community organizations to establish and develop positive community relations.

Administers, plans, and coordinates the City of Conyers disaster preparedness plan.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION:

Thorough knowledge of the theories, principles and practices of the police, court services, communications, and security alert.

Thorough knowledge in management and supervisory techniques and principles.

Knowledge of financial and human resource management.

Thorough knowledge of federal, state, and local criminal and civil law and city ordinances.

Skill in planning, organizing, analyzing and solving problems, and decision making.

Skill in oral and written communications.

Ability to manage several divisions within the public safety department.

Ability to plan, assign, direct, and coordinate the various departmental programs including law enforcement, court services, communications, and security alert.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in criminal justice or related field.

Graduation from the FBI National Academy, Southern Police Institute, other National Law Enforcement Training Centers, or any specialized training pertaining to Homeland Security measures is preferred.

Minimum of ten (10) years in public safety service.

Extensive experience in successfully implementing crime prevention, gang activity and other law enforcement activities.

Minimum of five (5) years in a management capacity.

Must meet the current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

Experience sufficient to thoroughly understand the diverse objectives and functions of the divisions.

An equivalent combination of education and experience is acceptable.

