

VILLAGE OF PALMYRA
CHIEF OF POLICE AND FIRE/DIRECTOR OF PUBLIC SAFETY

Class specifications are intended to present a descriptive list of the range of duties performed by the Police and Fire Chief/Public Safety Director. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Village's Public Safety Functions including law enforcement, criminal investigations, crime prevention, fire suppression and prevention, emergency medical services, disaster responses, community problem solving, code enforcement, general community support services, and related support services; coordinates assigned activities with other departments and outside agencies; acts as a member of the Village Board's management team; and provides highly responsible and complex administrative support to the Village Board.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address Village needs and changing business practices.

1. Assume full management responsibility for all Police and Fire-EMS Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Establish, within Village policy, appropriate service and staffing level needs; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
3. Assess and monitor workload; administrative and support systems; and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. Plan, direct, and coordinate, through subordinate level staff, the Public Safety Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Oversee the acquisition and maintenance of Department equipment and vehicles; maintain safety standards for personnel and equipment.

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8. Provide staff assistance to the Village Board; prepare and present staff reports and other necessary correspondence; attend Village Board and other meetings as required.
9. Represent the Public Safety Departments to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
10. Respond to and resolve difficult and sensitive citizen inquiries and complaints; explain, justify, and defend Public Safety Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
11. Participate on a variety of boards, commissions, and committees; serve as the Village's representative to committees and community organizations concerned with improvements in law enforcement and fire-EMS services, public education, and departmental public relations.
12. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention, EMS, and related support services; incorporate new developments as appropriate.
13. Respond to and may command police and/or fire emergencies or community disasters.
14. Patrol, perform line fire-EMS functions as needed.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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, code enforcement, and associated programs, services, and operations.

Advanced principles and practices of program development and administration.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.

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Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, fire investigation, and emergency medical response.

Principles and practices of disaster preparedness, response, and recovery.

Operational characteristics of police and fire apparatus and equipment.

Recent 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 and personnel management.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Manage and direct a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness, code enforcement, and associated programs, services, and operations.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare and administer budgets.

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

Retain presence of mind and act quickly and calmly in emergency situations.

Effectively use specialized public safety tools and equipment including safety equipment.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Operate modern office equipment and computers including applicable software applications.

Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Gain cooperation through discussion and persuasion.

Mediate and resolve conflict situations.

Demonstrate tact and diplomacy with the public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines -

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor's degree from an accredited college or university with major course work in political science, criminal justice, police science, fire science, behavioral science, business or public administration, or a related field.

Experience:

Ten years of increasingly responsible law enforcement and/or fire service experience including three years of management and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license;

U.S. citizen;

Eligibility for Wisconsin Law Enforcement Standards Board Certification;

Bachelor degree;

Ability to possess a firearm;

No domestic abuse convictions;

Good verbal and written communication skills;

React quickly and effectively to stressful situations;

Able to work evenings, weekends, and holidays;

Supervisory/Management Experience;

Ability to perform essential functions of this position;

Ability to use all standard law enforcement equipment

Fire Officer I certification

Fire Instructor I certification

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting with some travel to various locations to attend meetings or inspect, supervise and/or perform department activities in responding to emergency scenes, disasters, or critical incidents;

The employee occasionally works near moving mechanical parts;

Occasionally exposed to outside weather conditions and wet and/or humid conditions;

Occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration;

The noise level in the work environment is usually moderate but may occasionally be very loud due to sirens, etc.;

Occasionally wear protective apparel including body armor; goggles, face protector, aprons, safety shoes, and self-contained breathing apparatus.

Incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside Village boundaries to attend meetings; subject to emergency call out at any time.