

## PUBLIC SAFETY & EMERGENCY SERVICES MANAGER

### DEFINITION

Under the general direction of the City Manager, manages the City's emergency services programs, coordinates the City's public safety programs, and provides recommendations to City leadership on relevant topics.

### EXAMPLE OF DUTIES

- Leads the City's crime suppression and emergency management efforts via proactive, cutting edge, and high-tech methodologies;
- Interfaces with LASD, tracking trespassing trends, reviewing crime statistics, reviewing monthly PASS reports, ensuring compliance with our LASD contract (including minutes), interacting with our LASD personnel (Liaison Lieutenant, Motor Officer, CSO, Captain, as appropriate), and ensuring the community has proper LASD coverage, response times, and significant incidents response;
- Manages the City's CERT program, including meeting facilitation, training planning, training delivery, and/or training sourcing;
- Engages with the community about public safety and emergency management matters, including following up with LASD and residents who have been crime victims;
- Oversees the City's emergency management program, including the preparation of the City's Emergency Operations Plan (EOP), and making recommendations for enhancements that would benefit the community;
- Staffs the City's Emergency Operations Center (EOC) when activated, and is present and providing complex guidance to City leadership during emergencies;
- Attends meetings virtually, telephonically, or in person;
- Tests, services, and maintains the City's EOC, emergency supplies, and equipment (such as radios, vehicles, and medical devices);
- Ensures First Aid, CPR, and AED training for all relevant employee and volunteer personnel;
- Coordinates and liaises with other agencies, such as LA County Sheriff, LA County Fire, LVMWD, Area B, Hidden Hills Community Association (HHCA), and LA County OES;
- Maintains City certifications and program compliance (IPAWS, Blackboard Connect, CWIRS,
- Ensures safety protocols and programs for Fiesta and attend the event;
- Develops and conducts emergency drills as appropriate;
- Reviews reports from outside agencies and providing summaries and recommendations;
- Advises City leadership on emergency management and public safety matters; and
- Other related and relevant assignments, as assigned.

### EMPLOYMENT STANDARDS

Education: Bachelor's degree in related major.

Experience: Five years progressively responsible experience in emergency services or public safety administration, preferably in a municipal environment.

### **LICENSES AND CERTIFICATES**

Possession of a valid California driver's license, plus relevant ICS, NIMS, and SEMS training.

### **DESIRABLE QUALIFICATIONS**

Knowledge of: All areas of public administration including budgeting, personnel, accounting, development, research and report preparation; typical municipal policies, procedures and practices; grantsmanship; community relations; and customer service practices; basic law enforcement organization, activities, terminology and regulations; basic interviewing methods and principles; safe work methods and safety practices.

Ability to: Work and function with little supervision; plan, direct, and coordinate programs; analyze community needs and then prepare and present recommendations to address those needs; work effectively with the community, organizations, and partners; manage contracts for programs and services; prepare grant applications; present effective oral and written reports before the City Council and other organizations; organize special events and activities; work effectively as a member of a team; conduct effective neighborhood meetings to educate the public in crime prevention methods and practices; establish and maintain effective working relationships with those contacted in the course of work; prepare, maintain, and file reports, records, and other written materials; interpret, apply, and explain a variety of ordinances, rules, and regulations; operate a computer and other communication equipment; provide direction to volunteers; and understand and carry out City policies.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds.
- May be required to work at a video display terminal for prolonged periods.
- May be required to use personal vehicle in the course of employment (City reimburses for mileage).
- Requires attendance at periodic evening meetings and/or travel within and out of City boundaries to attend meetings.
- Requires attendance during emergencies and/or EOC activations.
- May be required to work early mornings, evenings, and weekends.