PUBLIC SAFETY CHIEF

JOB INFORMATION:

The Public Safety Chief is classified as an exempt Regular, full-time employee as defined by the City of Susanville's Employee Manual. The Public Safety Chief is represented by a negotiated at-will employment agreement with the City of Susanville. The position is compensated at Range 180 of the position's Salary Matrix.

JOB SUMMARY:

Under the administrative direction of the City Manager, the Public Safety Chief oversees and directs all activities of the Public Safety Administrative Department, Fire Department, and Police Department hereinafter referred to as "DEPARTMENTS" in providing law enforcement, crime prevention, fire suppression, emergency preparedness, emergency medical services, and other services related to the protection of life and property in the city of Susanville. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering city goals and objectives within general policy guidelines. The Public Safety Chief carries out strategic planning for use of resources in the city and provides varied administrative support and relief program oversight to the City Manager and other departments, as assigned; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates the activities of the DEPARTMENTS with those of other local departments and ensures that development plans and services provided are of the highest quality.

Provides leadership, short and long-term planning, and organizational development to the DEPARTMENTS.

Plans, organizes, and provides administrative direction and oversight for fire prevention, public education, and fire code inspection programs.

Plans, organizes, and provides administrative direction and oversight for comprehensive police services, security, and law enforcement programs.

Plans, organizes, and provides administrative direction on the city's emergency preparedness and hazardous material response activities.

Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the DEPARTMENTS; prepares and administers the DEPARTMENTS' budgets;

Provides for the selection, training, professional development, and work evaluation of DEPARTMENTS' staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances, and policies are consistently enforced.

Contributes to the overall quality of DEPARTMENTS service by developing, reviewing, and implementing policies and procedures to meet legal requirements and city needs.

Provides varied administrative support and disaster relief program oversight to the City Manager and other departments, as assigned.

Fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups.

Prepares, presents, and administers the DEPARTMENTS' annual budgets. Monitors revenues and expenditures, ensuring fiscal responsibility of the DEPARTMENTS.

Prepares, recommends, and implements strategic plans to meet the city's current and long-range needs.

Confers with and represents the DEPARTMENTS and the city in meetings with members of the city council, members of boards and commissions, various governmental agencies, local law enforcement agencies, and a variety of public and private organizations.

Provides various administrative assistance to the City Manager and other departments; acts as the City Manager on a relief basis, as assigned.

Prioritizes and allocates available resources; reviews and evaluates program and service delivery; makes recommendations for improvement; and ensures maximum effective service provision.

Directs the development of specifications for the acquisition of a variety of equipment and apparatus.

Serves as or directs the provision of services of a designated representative as the ex-officio Sergeant-at-Arms of the Council; maintains order in the Council Chambers by carrying out all instructions given by the presiding officer.

Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.

Maintains and directs the maintenance of working and official DEPARTMENTS' files.

Monitors changes in laws, court decisions, regulations and technology that may affect DEPARTMENTS' operations; implements policy, procedural and operational changes as required.

Promote departments' efforts to actively and meaningfully engage all members of the Susanville community through easy-to-access and simple-to-understand methods.

QUALIFICATIONS:

REQUIRED LICENSES & CERTIFICATIONS:

- Must possess a valid California Class C driver's license, or ability to possess prior to appointment, and have a satisfactory driving record.
- Must we be a sworn peace officer within California or have the ability to obtain peace officer status in California prior to appointment.
- Must have experience and training as a firefighter.
- Must possess a Bachelor's degree from an accredited college or university in Police Science, Fire Science, Public Administration, Political Science, or a closely related field.

PREFERRED QUALIFICATIONS:

- Two years of command or experience in the police service equivalent to the level of Lieutenant or above.
- Possession of a California P.O.S.T. Management certificate, or ability to possess prior to appointment.
- Possession of a California State Fire Marshal Company Officer Certificate or ability to possess prior to appointment.
- Any combination of experience and education that would provide the required knowledge and ability to manage a diverse public safety workforce will be considered.

ADDITIONAL EXPERIENCE OR ABILITY TO:

- Apply modern principles, practices and techniques of fire and police administration, organization, and operations, and their applicability to civic situations.
- Apply techniques for budget development and management of expenditures.
- Apply principles of supervision, training, and management of sworn and non-sworn staff.
- Apply methods and practices for the management of fire suppression, fire prevention, and fire investigation.
- Develop and maintain a working knowledge of the use and care of firearms and the apparatus and equipment used in law enforcement and fire protection.

PHYSICAL REQUIREMENTS:

In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: rapid mental and physical movement in response to emergences; visual acuity; outdoor activity, including exposure to weapons, intense and violent reactions of others; physical restraint of others; running; maneuvering a motor vehicle safely at rapid speed; bending; stooping; reaching overhead; climbing stairs and ladders; maneuvering on uneven surfaces; extensive public contact with individuals, small and large groups; data comparison, analysis and synthesis; attention to detail; persuasive communication; negotiation; multitasking; flexibility; tact; patience; and sensitivity.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

8/5/2025

City Manager Signature Date