



## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION:**

Director of Public Safety with the Department of Public Safety

### **POSITION LOCATION:**

The Director of Public Safety position is based in Saint Paul Island, Alaska.

### **POSITION CLASSIFICATION AND HOURS:**

Exempt, Contractual, Full-Time, Hours May Vary.

### **JOB SUMMARY:**

The Director of Public Safety is responsible for planning, directing, managing, and overseeing the activities, projects and operations of the Department of Public Safety including Police, Fire, Emergency Medical, and Search and Rescue, Emergency Dispatch, and Harbormaster Services. The Director of Public Safety coordinates Department activities and services with other City departments and outside agencies and provides highly responsible and complex administrative support to the City's administration.

The Director of Public Safety has extensive contact with the public and contact with all entities on Saint Paul Island and other public safety.

This Director of Public Safety works under the direct supervision of the City Manager. Close attention to the safety of the work environment is required. This position must present a professional look and wear Department issued uniform

### **ESSENTIAL JOB FUNCTIONS:**

1. Carry out the duties and responsibilities of the Department under the supervision and control of the City Manager.
2. Plan, direct, supervise, and coordinate the division activities of the Department.
3. Select all Department employees, but all such appointments and the number thereof shall require the prior written approval of the City Manager. The Director of Public Safety evaluates and documents the performance of all Department employees, administers the personnel rules of the City to ensure the fair treatment of all employees, administers and documents disciplinary actions with the prior written approval of the City Manager.
4. Direct the development, implementation and evaluation of Department goals, objectives, policies, and priorities for each service area.
5. Develop, maintain, and review annually, in coordination with the City Manager, Department policies, procedures and guidelines.
6. Work with the City Manager and City grant writer to prepare appropriate public safety related grant applications and administer grants.
7. Develop and maintain service data and prepare for analysis and reporting to the City Manager and City Council and recommendations for Department funding and planning.
8. Communicate and maintain coordination with local, tribal, state, federal governmental agencies and local businesses regarding community public safety issues, programs, and services.
9. Answer inquiries from citizens concerning public safety programs and services.
10. To have charge of and operate the City's holding facility.
11. Participate in the Saint Paul Island Local Emergency Planning Committee (LEPC).



12. Serve as a member of the City's Incident Command team.
13. Respond to major emergencies; assume initial command; establish field command posts and implement the Incident Command System; may act as incident commander until such time as a higher-ranking person assumes command.
14. Cause lives and property to be protected from destructive losses due to fire and/or other catastrophic events.
15. Assure the overall training, preparedness, and safety of Department personnel and the availability and readiness of appropriate apparatus and equipment.
16. Cause an investigation for the purpose of assisting in the determination of cause and origin of fires resulting in property damage, injury or death.
17. Inspect or cause to be inspected, at reasonable hours and upon reasonable notice to the owners or occupants, all buildings and structures and premises which are or are suspected of being in an unsafe or dangerous fire prevention or control condition.
18. Assure the volunteer members of the fire, emergency medical services, and search and rescue are permitted to organize into a voluntary departmental association, elect their own officers and adopt bylaws. The elected officers shall include a Fire Chief whose powers shall not be limited by the association or the bylaws.
19. Assess and monitor workloads, support systems, and internal reporting; identify opportunities for improvement; direct and implement changes.
20. Train, motivate and evaluate Department personnel; provide for coordinate staff training; work with employees to correct deficiencies; and promote career development.
21. 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 in accordance with Chapter 4.15 CCO,
22. Prepare, process, and maintain a variety of written reports and records pertaining to Department activities and services.
23. Approve timesheets and leave requests for assigned personnel for submission to Finance.
24. Other duties and responsibilities as may be assigned by the City Manager and/or described in an approved job description.

**REQUIRED QUALIFICATIONS:**

1. Must have a high school diploma or GED.
2. Must be at least twenty-one (21) years of age.
3. Must hold a valid Alaska driver's license or have the ability to acquire one within 30 days of hire. Must have a clean driving record
4. Must have 8 years of increasingly responsible experience in public safety management or a related field, including four years of administrative and supervisory responsibility.
5. Demonstrated organizational management and staff professional development, supervisory and budgetary experience required.
6. Proven record of leadership, strong interpersonal skills.
7. Must have worked in a diverse environment with preferred experience at public safety agency.
8. Knowledge of with a health and wellness-based approach to community safety.
9. Knowledge with de-escalation strategies required and restorative practices.
10. A demonstrated dedication to fostering a culture of antiracism with preferred experience integrating diversity, equity, inclusion, and antiracism efforts in a community.
11. Knowledge of or ability to learn relevant codes and safety regulations.
12. Ability to perform simple mathematical calculations.
13. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form.
14. Use computer and related software applications.
15. Knowledge of principles and practices of program management, development, and administration.
16. Knowledge of principles and practices of municipal budget preparation and administration.
17. Knowledge of principles of supervision, training, and performance evaluations.
18. Knowledge of standard broadcasting procedures for emergency radio systems.

19. Knowledge of principles and applications of public relations.
20. Knowledge of principles and practices of data collection and analysis.
21. Must possess intermediate level or higher computer skills.
22. Must possess excellent communication skills, both written and verbal.
23. Possess FEMA ICS 100, 200, 700, 800 certificates.
24. Possess FEMA ICS 300, or have the ability to obtain within one (1) year of hire.
25. Other certificates, licenses, and registrations deemed appropriate or required for the various Police/EMS/Fire/SAR/Emergency Management functions.
26. Must submit to a criminal and financial background check and be free of any disqualifying convictions or activities.
27. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
28. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.
29. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

**PREFERRED QUALIFICATIONS:**

1. Bachelor's degree or equivalent from an accredited college or university with major course work in political science, criminal justice, police science, fire science, behavioral science, emergency management, or a related field.
2. Experience in rural Alaska, off the road system.

**WAGE AND BENEFITS:**

This is a salaried position beginning at \$92,019.20 to \$138,028.80 per year, depending on education, experience, and skills. Full benefits including enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System, medical insurance, annual leave, sick leave, partially subsidized housing, moving expense assistance and other benefits as may be negotiated with the City Manager and standard City of Saint Paul benefits per City ordinance.

**RELOCATION AND HOUSING:**

A relocation allowance will be provided. Airfare to Saint Paul Island will be provided. Housing accommodations will be made available. Rent is \$750.00 per month plus utilities (electric, water, sewer, refuse, home heating fuel and taxes).

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact Monique Baker, City Clerk at [mbaker@stpaulak.com](mailto:mbaker@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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