

**POSITION TITLE: DIRECTOR, SAFETY**

**DEPARTMENT: SAFETY**

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Municipal Administrator

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Fire Chief; Police Chief

**DIRECT:** 2      **INDIRECT:** 95

### POSITION FUNCTION

This position is responsible for directing and coordinating activities of the Public Safety Department.

### JOB RESPONSIBILITIES

Reviews Divisional budget requests and approves or modifies them

Monitors expenditures to ensure that expenses do not exceed amounts appropriated

Develops short and long range plans to improve the operation of the Department of Public Safety, and anticipates future operational needs of the department

Meets with Division heads to discuss operational problems and policies and procedures

Coordinates the activities of the Safety Department with other City departments and outside governmental units

Performs duties as set forth in the Administrative Code

Establishes and designates crosswalks, safety zones, traffic lanes, etc.

Issues licenses and permits as provided by law

Regulates parking within the City

Attends Council meetings to express concerns, provide information, and recommend measures for adoption

Speaks before private and public groups or organizations to promote or discuss work of the Safety Department

Prepares and maintains records, reports, and other documentation

Establishes and enforces temporary traffic regulations to cover emergencies or special conditions

Performs other related duties as assigned

### PHYSICAL REQUIREMENTS

Job requires incumbent to sit, walk, stand, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

<b>REQUIRED SKILL SETS</b>	
<p><b><i>Occupational/Technical Skills</i></b></p> <p>Knowledge of city government structure and process</p> <p>Knowledge of and skill in public safety administration practices and principles</p> <p>Knowledge of safety practices and procedures as well as Departmental policies and procedures</p> <p>Knowledge of management practices and principles, manpower planning, and public relations</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><b><i>Administrative Skills</i></b></p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p><b><i>Cognitive Skills</i></b></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret professional periodicals and journals, technical procedures, complicated policies, procedures, protocols, and government regulations</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Ability to apply financial principles and numerical techniques to</p>	<p>management problems</p> <p>Knowledge of basic budgetary principles and practices</p> <p><b><i>Communications Skills</i></b></p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Ability to prepare complex reports, position papers, analyses, policies and/or budgets</p> <p><b><i>Interpersonal Skills</i></b></p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p><b><i>Leadership Skills</i></b></p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to select and evaluate employees</p> <p>Ability to provide performance feedback</p> <p>Ability to facilitate professional growth</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is performed both indoors and outdoors, frequently around moving objects; most of incumbent's time is spent in contact with City citizens and the general public. Irregular activity schedules are common as are night and weekend meetings.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>Completion of post-secondary education in public administration, business administration, criminology, fire suppression/prevention, or other related program; three to five years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.