
**TEMPLE CITY
CLASS SPECIFICATIONS**

PUBLIC SAFETY OFFICER

DEFINITION:

Under the Direction of the Public Services Manager, performs various administrative tasks in support of Public Safety Division programs. Duties and responsibilities include planning, coordinating, and supervising the functions and activities of the Animal Control, Code Enforcement Programs, and law enforcement liaison activities under the direction of the Public Services Manager. The Public Safety Officer is also responsible for coordination of the City's Emergency Services and Resident Safety Volunteer Programs, vehicle parking administration, crossing guard contract administration, part-time personnel supervision (including volunteers), budget preparation and expenditure review.

EXAMPLES OF DUTIES:

Assists with the preparation of Public Safety Division program budgets, monitors expenditures, reviews and processes invoices for payment and prepares purchase orders for the acquisition of equipment, supplies and services. Supervises and coordinates the operational activities of the Animal Control Program, Animal Control contract, and the City's Code Enforcement Program under the direction of the Assistant City Manager/Public Services Manager. Coordinates contract law enforcement liaison activities and Community Safety Programs, including the school crossing guard contract, Bicycle Safety, Neighborhood Watch, and Student and the Law program. Supervises public safety volunteers and school crossing guards, prepares personnel assignment schedules and work performance evaluations. Prepares municipal code amendments, City Council resolutions and proclamations, staff reports, press releases, public notices, newsletter articles and general correspondence. Receives, evaluates and responds to citizen concerns, complaints or requests for information regarding public safety programs and services. Coordinates emergency services programs, performs local hazard assessment and mitigation planning, develops and updates emergency operation plans and related procedures. Coordinates special grant programs, prepares grant applications and processes grant documents, financial statements and work progress reports. Coordinates vehicle parking administration services, including data processing, penalty assessment collection and citation protest requests.

DESIRABLE QUALIFICATIONS:

Knowledge of: The principles and practices of public administration with primary emphasis on budget management, program coordination, personnel supervision, research techniques, data analysis and report writing.

Ability to: Effectively plan, organize and perform work under general direction, execute written and verbal instructions, supervise personnel, collect and analyze data and prepare reports in a concise and logical manner. Must possess advanced writing and oral communication skills.

Education and experience: Graduation from an accredited college or university with a degree in public administration or related field and two years practical experience performing management level administrative support services for a public agency. Municipal emergency services or other public safety management experience is preferred. Qualifying experience may be substituted for the education requirement on the basis of two years experience for each year of college education required, (i.e. two years of qualifying experience for one year of college, four years of qualifying experience for two years of college, six years of qualifying experience for three years of college, or eight years of qualifying experience for four years of college).

Other Qualifications: Possession of a valid Class III driver's license issued by the State of California.

Ability to operate a computer, typewriter, calculator, telephone, copying machine and cash register.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to prepare routine narrative reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for up to two hours at a time.
Ability to see.

Ability to climb a footstool or ladder for the purpose of retrieving records from storage.

Ability to get from one location to another in the course of doing business.