

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Chief of Public Safety

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	5	1	Exempt	Public Safety	Director of Community Programs and Services

CLASS SUMMARY:

This position is responsible for planning and directing operations of the department. Responsibilities may include supervising staff; reviewing public safety reports; and coordinating public safety efforts with related departments.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures.
2.	Reviews parking citations and other public safety reports to ensure proper completion and compliance with laws and regulations.
3.	Coordinates public safety efforts with police, fire and related departments, including: providing video footage to police as needed; assisting with police investigations and arrests; providing police access to buildings; and performing other tasks.
4.	Reviews applicable regulations and recommends policy changes to maintain compliance; Develops safety plans for the agency.
5.	Attends related meetings to provide information and assistance regarding crime prevention measures; prisoner re-entry, and other public safety topics.
6.	Provides technical assistance to officers in completing public safety investigations and issuing citations.
7.	Reviews program performance and costs to ensure compliance with plans and budget.
8.	Responds to service and emergency calls and patrols buildings and areas, as needed.
9.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Bachelor's degree in Criminal Justice or related field; 8-10 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Verbal Defense and Influence Certification
- CPR Certification
- AED Certification
- First Aid Certification

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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Supervisory principles;
- Agency plan development;
- Safety principles and practices;
- Customer service principles;
- Methods of preparing related reports;
- Crime prevention techniques;
- Patrol strategies.

Independent Judgment/Decision Making/Problem Solving:

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

SKILLS (position requirements at entry):

Skill in:

- Supervising staff;
- Using computers and related software;
- Monitoring and enforcing compliance with laws, rules, and regulations;
- Coordinating work across departments;
- Providing customer service;
- Preparing reports;
- Providing technical assistance to staff;
- Developing safety plans;
- Preventing crime;
- Patrolling assigned areas;
- Reviewing public safety reports;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, reaching, lifting, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, and travel.

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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR