



# CITY OF RYE

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## **EMPLOYMENT OPPORTUNITY COMMISSIONER OF PUBLIC SAFETY**

As appointed by the City Manager with confirmation of the City Council, the incumbent of this position serves as department head and appointing authority over the Department of Public Safety, with statutory charge and supervision over the divisions making up said department: Fire, Police, and Emergency Planning. This position exercises broad administrative and managerial responsibilities in planning and directing the operations of the Department of Public Safety. Responsibility involves the development of all policies and internal procedures as well as planning, organizing, directing, coordinating and monitoring the activities of the departmental divisions and evaluating all staff, including sworn firefighters and police officers, in carrying out the operation and mission of the department, which is to preserve the rights of the citizens of the City of Rye, protect life and property, prevent crimes, preserve public safety, respond to threats to public peace and order, and enforce all laws and ordinances. In addition, the incumbent is responsible for planning and coordinating response to emergencies or disasters, and for emergency medical services. Work is performed in coordination with public officials as well as with other local, state and federal law enforcement and mutual aid officials. The Commissioner shall have all the powers and duties as prescribed under New York State law and statutes governing law enforcement, fire prevention and public safety, as well as those authorized by the City Council. The Commissioner has authority over the expenditure of all monies appropriated to the Department of Public Safety for the effective operation of its required functions and public services. The Commissioner further has the authority to appoint, train, supervise, discipline and terminate all sworn officers and civilian employees of the Department of Public Safety, as well as volunteer firefighters. The Commissioner delegates considerable authority for the performance of technical and administrative activities, with the major emphasis of his/her work on overall managerial administration, long term planning, direction and coordination of the various divisions of the department. Work is performed under the general direction of the City Manager.

### **EXAMPLES OF WORK: (Illustrative Only)**

- Formulates policies and procedures for the management and efficient operation of the Department of Public Safety, which includes the Fire, Police, and Emergency Planning divisions, in accordance with Federal, State and local laws, regulations and ordinances;
- Oversees, reviews and approves the preparation of the department and capital projects budget for submission and presents budgets to the City Manager and City Council;

- Oversees the selection, appointment, training and development of police, fire, emergency services and civilian staff in accordance with civil service law and rules; signs letters of appointment and swears in new appointees;
- Formulates disciplinary rules and regulations for the police and fire divisions of the Department of Public Safety and confers with City Manager regarding required action and formal charges, appoints outside hearing officers with approval of the City Manager;
- Directs and supervises the operation of the police division, including the training and evaluation of officers in law enforcement activities, i.e. the investigation, detection and prevention of crime; arrest and detention of prisoners; adherence to traffic and parking regulations; installation and maintenance of police radio and traffic control equipment and signs, etc.;
- Directs and supervises the operation of the fire division, including firefighting and prevention, fire code operational procedures, maintenance of equipment, alarm and radio communications systems, fire stations, and the fire training center;
- Applies for grants and other special funding of public safety services, programs or training;
- Explores new initiatives to expand or improve public safety services;
- Collaborates with representatives of other departments and any authority on matters pertaining to public safety, and directs such actions necessary to maintain pertinent laws, ordinances and regulations;
- Confers with the Information Technology Department to develop and implement improved technical applications for departmental procedures and reporting requirements, and to ensure data is secure;
- Ensures the adequate acquisition and disposal of public safety vehicles, equipment, uniforms and supplies in coordination with the Comptroller's Office;
- Ensures the effective and efficient operation of all public safety facilities, vehicles and equipment in coordination with the City Engineer;
- Collaborates with the Department of Public Works on highway construction and maintenance as it affects traffic control;
- Collaborates with local, state and federal law enforcement, emergency medical services and fire prevention agencies to coordinate public safety activities, emergency planning and mutual aid;
- Confers with the City's Corporation Counsel or Labor Attorney on administrative, legal, enforcement, litigation and contractual matters to best protect the interests of the City;
- Promotes public safety activities and services, addressing the concerns of general residents, neighborhood associations, the Boards of Education of the two City school districts, parent-teacher associations, business and retail owners, community groups and members of the press;
- Conducts departmental staff meetings and attends other meetings of the City Council, City Manager, and all other committees and boards pertinent to public safety;
- Keeps abreast of new developments in the fields of public safety, law enforcement, firematics and fire prevention;

- Speaks before professional and civic organizations on varied phases of public safety programs;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of the principles and practices of public safety administration including police, fire and emergency services; thorough knowledge of modern theories, practices and principles of public administration; good knowledge of Federal, State and local laws pertaining to law enforcement and public safety; ability to supervise, train and develop professional law enforcement/fire fighter staff; ability to effectively allocate available funding and staff resources to maximize service delivery and to achieve operational objectives; ability to plan and develop an effective emergency and disaster response system in coordination with other public safety agencies; ability to coordinate the work of the department with public officials and other department heads; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; leadership; integrity; resourcefulness; initiative; tact; physical condition commensurate with the demands and duties of the position. A successful candidate must be available to deploy as necessary in response to emergency incidents and events within 30 minutes.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** Either: a) Graduation from high school or possession of a high school equivalency diploma and fifteen (15) years of supervisory experience in a municipal law enforcement/public safety department with a population of at least 10,000, five (5) years of which must have been at the rank of Police Lieutenant or higher, and five (5) years of experience as a paid or volunteer† firefighter, including experience at the command level, or b) a Bachelor’s Degree\* in Criminal Justice or a related field and ten (10) years of increasingly responsible police experience involved in the management of public safety in a municipality with a police and/or fire force and a population of at least 10,000, five (5) years of which must have been at the rank of Police Lieutenant or higher, or c) a Master’s Degree\* in Criminal Justice or Public Administration or a Juris Doctor Degree\*, and eight (8) years of increasingly responsible police experience involved in the management of public safety in a municipality with a police and/or fire force and a population of at least 10,000, five (5) years of which must have been at the rank of Police Lieutenant or higher.

**†NOTE:** Relevant volunteer experience that has been quantified and verified may be substituted for experience requirements on a month for month basis at the rate of 140 volunteer service hours per month.

**\*SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

**SPECIAL REQUIREMENT:** Possession of a valid license to operate a vehicle in the State of New York

**COMPENSATION AND BENEFITS**

The desired starting compensation range for the Commissioner of Public Safety position is \$185,000-195,000 +/- depending on qualifications and experience. The accompanying benefits package includes medical, dental, and vision coverage for individual or family, paid vacation and sick leave and specified paid holidays. The City participates in the New York State Retirement System. Additional information on the retirement system can be found at [www.osc.state.ny.us/retirement](http://www.osc.state.ny.us/retirement).

**APPLICATION PROCESS**

Interested persons should send a cover letter and resume by Friday, October 18th to Brian Shea, Assistant City Manager at [bshea@ryeny.gov](mailto:bshea@ryeny.gov).

The City of Rye is an equal opportunity employer.