

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Director of Public Safety

CLASS CODE: 2151

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification oversee and direct the Department of Public Safety.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification within the Public Safety and Security Series-Management Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for providing direction and control over the Department of Public Safety which includes the Fire and EMS Departments, Neighborhood Stabilization, Excise Division, Building Division, Air Pollution Commission, Department of Corrections, and Probation and Parole.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This is the executive level for this series. Positions in these classes have **primary and major** responsibility for setting broad policies, exercising overall authority for the execution of those policies and managing work units or operations. Incumbents are delegated on a regular and recurring basis full authority to establish comprehensive objectives and strategies for a department and its major subdivisions. This level of work considers all internal and external forces and developments on department strategies and goals, guides the integrated planning for functional activities, and continually reviews both objectives and their implementation for effectiveness.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans and advocates the formulation or modification of agency or major work unit administrative and/or program systems and practices to promote equitable management of human, financial, and other resources within the agency.

Facilitates effective work relationships between the agency and other administrative and/or program systems.

Directs implementation of administrative and/or program control systems to obtain the necessary administrative and/or program information and financial data required in the decision-making and planning process.

Controls and coordinates the direction of administrative and/or program functions over a long range planning period to facilitate attainment of program goals; to ensure adherence to administrative directions, State and federal laws and regulations; and to maximize the interaction and delivery of services.

Confers with the agency head, other administrators and divisional managers/directors to discuss and solve agency-wide problems and/or issues that impair the effectiveness and efficiency of programs and organizational operations.

Confers with and advises subordinate agency staff to exchange information on and/or explain administrative and program objectives, policies, procedures, and standards; and to identify the characteristics and impact of work problems and formulate possible solutions.

Evaluates and determines disposition of new and/or revised rules and procedures recommended by agency staff or representatives of other organizations to assess the impact of the proposals on the administrative and/or program systems and to ensure proposals, respond to program needs and comply with State and/or Federal law.

Provides direction and control over the Department of Public Safety.

Advises mayor and other city officials on public safety issues.

Conducts meetings with division heads, department managers, other city officials, community leaders, and business owners to discuss and resolve public safety issues.

Provides guidance and assistance to division heads and department managers to ensure that goals, objectives, and operations are consistent with those of the current administration, and to ensure that they are attained.

Identifies and analyzes all sources of funds including state, federal, and private grants.

Reviews grant proposals and new program initiatives.

Assists in the implementation of new programs.

Coordinates strategic planning for the department.

Attends meetings and functions on behalf of the city and the Mayor.

Chairs the Local Emergency Planning Committee, responsible for identification of hazardous materials in the community.

Serves on the Board of Public Service, responsible for reviewing and approving issues related to construction, public safety, and business activity.

Reviews and evaluates existing departmental operations to ensure quality of service.

Interprets and enforces federal, state, and local laws, rules, and regulations.

Reviews and approves department budgets.

Interviews and hires division heads; recommends, reviews, and approves personnel actions.

Reviews and approves personnel and purchase requisitions.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

Human Interaction:

Requires the ability to direct a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to start, stop, operate and monitor functioning equipment such as a computer and recorder, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, purchase and personnel requisitions, general ledger reports, budget requests, revenue analyses, leave time reports, funds transfer requests, alderman reports, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals, and percents, and use descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions without exposure to adverse environmental conditions.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work.

Tasks may involve extended periods of visual concentration at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

EDUCATION AND EXPERIENCE STATEMENT:

Master's degree in Public Administration, Business Administration, or a related field with eight to ten years progressively responsible experience in planning and directing municipal operations including three to five years of supervisory experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

None.