

CITY OF GARDEN GROVE

PUBLIC SAFETY ADMINISTRATIVE OFFICER

CLASS CODE: 570

RANGE: C255

DEFINITION:

Under administrative direction of the City Manager, will be responsible for public safety programs as assigned by the City Manager.

EXAMPLES OF DUTIES:

- Strategic planning and implementation for public safety programs;
- Provide expert consultation on a wide variety of public safety issues;
- Provide oversight of public safety facilities;
- Formulates an annual budget estimate and controls budget expenditures;
- Recommends purchase of equipment and supplies;
- Meets the public and deals with various officials and citizens in furthering the public relations of the City;
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Experience:

Seven years of increasingly responsible, full-time supervisory experience in a Fire department at the rank of Battalion Chief or higher, including one year at the rank of Fire Chief.

Education:

A master's degree with major work in Fire Science, Public Administration, Emergency Services Administration, Business Administration or related field.

Knowledge of:

Modern principles, practices and techniques of Public Safety administration, organization and operation, and their applicability to specific situations; advanced methods and techniques of firefighting, fire apparatus and equipment, training, first aid, and fire inspection and prevention; customer service techniques and principles.

Ability to:

Analyze public safety problems and plan policies and procedures; plan, assign, coordinate and direct the work of public safety programs; command the respect of subordinates and the community; conduct comprehensive administrative studies; prepare in-depth reports on operations; supervise the compilation of data and the preparation of annual budget estimates; establish and maintain effective relations with City officials, and the public; commit to providing quality customer service.

Other Requirements:

Must possess and maintain a valid California driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification walk, sit, climb stairs, stoop/bend/lean, turn/twist, crouch/kneel/squat, reach above and below shoulder level, hear normal voice conversation, and use a telephone.

WORK ENVIRONMENT:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work inside, outside, around moving vehicles, on ladders/scaffolding, in direct contact with public.

JOB FAMILY:

Firefighter, Fire Engineer, Fire Captain, Fire Battalion Chief, Fire Division Chief, Fire Chief, Public Safety Administrative Officer.