



Job Title: Public Safety Director
Wage: \$110k-\$120k
Reports To: Township Supervisor
Represented: Non-Represented

Dept: Public Safety
Location: 617 Cliff Street
FLSA Status: Salaried – Exempt

Job Summary:

Performs complex executive work planning, organizing, directing, and supervising law enforcement and firemen, investigation, handling personnel and public information matters, ensuring adherence to all laws, regulations, and procedures, and maintaining records and preparing reports. Related work as apparent or assigned. Work performed under the general direction of the Township Supervisor. Supervision exercised over all personnel within both police and fire.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

- Plans, coordinates, supervises, and evaluates police and fire department operations; analyzes and recommends improvements to equipment and facilities as needed.
- Develops long-term plans for improving operations and developing more effective law and ordinance enforcement methods.
- Develops policies and procedures for the department in order to implement directives from the Township Supervisor.
- Recommends policies to the Township Supervisor to maintain and establish effective law enforcement, preserve law and order, and protect life and property using efficient loss control practices.
- Supervises and coordinates the preparation of an annual budget for the department; directs and monitors the implementation of the department's budget.
- Directs the development and maintenance of systems, records, legal documents, and evidence that provide for the proper evaluation, control, and documentation of department operations.
- Prepares and submits periodic reports to the Township Supervisor regarding department activities; prepares various correspondence, records, and reports.
- Handles citizen inquiries, comments, and complaints regarding departmental activities (although complaints about officers are investigated by Lieutenant(s)); handles grievances and maintains departmental discipline to include the appropriate conduct and general behavior of assigned personnel.
- Conducts activities in the development of good public relations and the promotion of good will, which may include making public addresses, appearances, and other activities; cooperates with state and federal enforcement officers in the apprehension and detection of suspects and criminals.



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- Attends Township Board Meetings and other meetings as necessary to clarify and explain programs and activities; attends conferences and meetings to maintain knowledge of current trends in the field.
- Develops employment standards; assist with recruiting, develops and oversees training plans and standards; rewards, disciplines, coaches, counsels, and evaluates staff performance.

Physical Requirements/Working Conditions:

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, bending, reaching, hand dexterity (grasping, holding, keyboarding, repetitive movements), reading, writing, eye-hand coordination, seeing (near and/or far, color, depth, field of vision), hearing, using the telephone, contact with government officials and the general public, working overtime, and working inside and alone. Work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with coursework in criminal justice, law enforcement, police administration, or related field. *Master's degree preferred.*
- 6 years experience in a progressively responsible law enforcement position including tactical, operational, and strategic planning.

Special Requirements:

- Possess appropriate Michigan law enforcement training certification or equivalent.
- Completion of Staff and Command course upon hire. *Senior Management Institute for Police (SMIP) or FBI National Academy preferred upon hire.*
- Valid driver's license in the State of Michigan without record of suspension or revocation in any state.