

**CITY OF COMMERCE**  
**PUBLIC SAFETY MANAGER**  
**Revision Date: May 5, 2019 Sep 26, 2023**

\$9,951.94 - \$12,096.65 Monthly  
\$119,423.28 - \$145,159.78 Annually

**Class Title:**

*Public Safety Manager*

**Class Code:**

4105

FLSA: Exempt

**THE POSITION**

Under general supervision, provides managerial duties in support of non-sworn public safety operations including planning, coordinating, and supervising the City of Commerce's Public Safety operations; administers and promotes public safety programming, crime prevention and City's ComCat Volunteer Program; conducts research and provides recommendations regarding departmental programs and services including community outreach activities and crime prevention classes; liaises with other City departments and outside agencies; supervises assigned personnel; and performs other related duties as assigned.

**EXAMPLE OF DUTIES**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees the day-to-day activities of the City's Public Safety Division including community safety, neighborhood watch, animal control, parking enforcement, and **administration of crossing guard services contractual agreements.**
- Participates in reviewing and updating the City's Public Safety policies and procedures; reviews and approves safety related regulations required for inclusion in the City's Enforcement Program and coordinates related response efforts with the Los Angeles Sheriff's Department.
- Develops, administers, and monitors the Public Safety, Animal Control, Crossing Guard, ComCat Volunteer Program and Neighborhood Block Watch programs and budgets; prepares and submits grant applications; administers grant funding and maintains compliance with grant reporting requirements.
- Evaluates and determines requirements for Public Safety equipment, supplies, and special materials; reviews and approves purchase requisitions; negotiates with vendors regarding equipment pricing.
- Supervises and evaluates the performance of assigned personnel; coordinates and/or delivers employee training; researches and develops training materials.
- Monitors and ensures staff compliance with departmental policies, procedures, and applicable regulatory requirements.
- Coordinates and conducts administrative, legal, and personnel studies; compiles and analyzes data; prepares reports and provides recommendations regarding Public Safety programs and services.
- Serves as a Public Safety liaison with other City departments; presents and/or explains the scope of public safety functions, guidelines, and limits of responsibility.
- Coordinates with other City departments regarding program research; communicates the impact of new programs and/or City ordinances on individual department/City operations. Promotes, organizes and facilitates Public Safety programs within the

community; develops and maintains relationships with community organizations, citizen/senior groups, and local businesses.

- Communicates and/or meets with the public to address complaints and safety issues; monitors and ensures appropriate follow up on public concerns; designs and develops informational materials and videotapes used to educate the public regarding public safety including press releases and newspaper articles and City's Cable TV channel.
- Administers the City's Parking Citation Program; coordinates program activities with the parking administration contractor; reviews and evaluates disputed parking citations.
- Administers the City's camera rebate program and the City's license plate reader and related community surveillance programs.
- Develops parking citation reports as required by the Safety and Community Services Director and City Council; proposes ordinances for inclusion in the City's Enforcement Program.
- Serves as a Public Safety liaison with the Traffic and Community Services Commission; coordinates and conducts commission meetings upon request.
- Liaises with law enforcement personnel regarding crime prevention matters; assists in coordinating City facilities/resources used in major crime prevention and suppression activities; acts as a City liaison and assists victims in obtaining restitution for criminal acts.
- Attends and participates in various meetings pertaining to Public Safety operations and services.
- Supervises Community Services Department operations in the absence of the **Assistant City Manager and/or** the Safety and Community Services Director.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree from an accredited college or university with major coursework in criminal justice, police science, or a closely related field.

AND

Five (5) years of supervisory experience in public safety operations. Prior law enforcement experience is desirable.

OR

**In lieu of Bachelor's degree, ten (10) years of sworn law enforcement experience and Five (5) years of supervisory experience in public safety operations.**

## **LICENSES, CERTIFICATES AND SPECIAL REQUIREMENTS**

### **Required Licenses or Certifications:**

Must possess a valid California driver's license and safe driving record.

Ability to obtain PC832 Certification on or before completion of probationary period.

Ability to obtain 1st Responders Emergency Certification on or before completion on probationary period.

Ability to obtain security clearance (background check) as required by the Los Angeles County Sheriff's Department.

## **REQUIRED KNOWLEDGE OF**

- City operations, policies, and procedures.
- Public Safety operations, policies, and procedures.
- Regulations and standards governing public safety activities.
- Various types of municipal programs related to public safety.
- Principles and practices of employee supervision, including performance evaluation and progressive discipline.

- Processes for preparing and administering budgets.
- Grant administration principles and processes.
- Public safety records, reports, and documentation.
- Effective use of modern office equipment, personal computers and standard business software.

**REQUIRED SKILL IN**

- Supervising and coordinating the City's Public Safety operations.
- Administering, coordinating, and promoting public safety programming within the community.
- Responding to public inquiries and complaints regarding various types of public safety matters.
- Coordinating Division activities with City departments and outside agencies.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, and the general public.
- Preparing grant applications and administering grant funding.
- Developing and administering budgets and monitoring expenditure.
- Effective verbal and written communication.
- Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
- Supervising, leading, and delegating tasks and authority.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and drive, walk and stand; talk and hear; use hands to manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional overhead reaching and lifting up to 50 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

**Work Environment**

Work is performed primarily in a standard office environment and occasionally in the field with exposure to variable weather conditions, vehicle traffic, hazardous chemicals, wild/vicious animals, infectious diseases and potentially irate members of the public.

