

PUBLIC SAFETY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Public Safety and Community Resources Department; manages violence intervention and prevention programs; coordinates and performs community outreach and engagement; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Safety and Community Resources Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop, direct, and coordinate a network of Community-Based Organizations to provide comprehensive, high-quality violence intervention programs for individuals most at-risk for engaging in or being victimized by violence or who reside in priority neighborhoods.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Support the identification, assembly and accessibility of available resources for Antioch residents provided by other public agencies.
4. Establish protocols to ensure that consistency and transparency prioritize the well-being, safety and rights of program participants.
5. Coordinate and conduct multidisciplinary staff meetings, programs, events, trainings, and initiatives related to improving violence intervention and prevention strategies with Community-Based Organizations and City departments.
6. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service, and staffing levels.
7. Perform a range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensure work is performed in compliance with contracts and agreements.
8. Identify, pursue, and administer grant programs; monitor and prepare reports on authorized grant expenditures; and assess program effectiveness and modify strategies based on findings.
9. Manage 24/7 community mobile crisis response initiative in partnership with Antioch Police Department.
10. Engage both qualitative and quantitative tools to document and disseminate best practices for cultural humility in violence intervention and prevention programming.

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11. Build and maintain relationships with various community stakeholders to support the violence intervention and prevention programs; promote visibility and awareness of community engagement.
12. Attend community events to provide education and advice to community members on programs and services.
13. Prepare and administer division budget. Monitor and coordinate expenditures and revenues.
14. Represent the department and/or City on community wide task forces and committees; provide professional advice and input.
15. Utilize written and verbal communication skills to deliver public presentations and staff reports to City Council.
16. Prepare reports and correspondence as required.
17. Perform other duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of modern public administration and management including planning, organizing, staffing, and evaluating programs, policies, and operational needs.
- Trauma-informed practices and approaches.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Contract management, quality control and quality assurance.
- Interdisciplinary approaches to community problem solving.
- Principles of management, supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and practices of program development and administration.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Manage comprehensive community programs.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Plan and facilitate meetings with community leaders and volunteers of diverse backgrounds.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

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- Practice community building principles and an asset based approach by maintaining liaison with various private and public agencies, residents, other interested groups and the public at large.
- Respond to requests and inquiries from the general public.
- Prepare and administer assigned program budgets.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain program related records, statistics, and documents.
- Maintain confidentiality of information.
- Prepare clear and concise records, reports, correspondence and other written material.
- Use principles of conflict resolution, sound judgment and common sense in handling difficult situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university in public administration, business administration, social work, public health, psychology, sociology, health services administration, public safety or a related field. A Master's degree is highly desirable.

Experience:

Five years of increasingly responsible experience in human services, social work, behavioral science, public safety, including three years of supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license. An out-of-state valid Motor Vehicle Operator's License will be accepted during the application process, but a valid California license must be obtained within six (6) months of appointment to the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

FLSA: Exempt

Created: November 2022

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.