

EAST BAY REGIONAL PARK DISTRICT

ASSISTANT GENERAL MANAGER FOR PUBLIC SAFETY

GENERAL FUNCTION:

Under general direction, this position provides direction and senior leadership to subordinate managers and supervisors with responsibility for providing District-wide police and fire protection services. Also serves as a key member of the District's executive leadership team with significant involvement in overall District planning and management.

ESSENTIAL FUNCTIONS:

Serves as a senior manager, directly supervising program managers in the protection of park visitors, facilities and the natural resources of the District. Also assumes overall responsibility for the management and operations of the District's telecommunication system. Personally, as a sworn peace officer, serves as the Chief of Police with responsibility for developing and implementing an effective program of law enforcement for all District parklands. Program responsibilities include a full range of policing/patrol methods, i.e., two and four wheel vehicles, foot, and horse patrols, air surveillance, investigations, and operating dispatching and emergency response systems. Also, under special agreements with the East Bay Municipal Utilities District and San Francisco Water Department, provides basic law enforcement services to specifically identified non-District properties. Assures required training, records management and statistical reporting meets legal/regulatory requirements and/or criminal justice standards. Through a subordinate Fire Chief, oversees the District's fire prevention and suppression program. Program responsibilities include emergency medical responses; fire prevention inspections; responding to hazardous material incidents; minimizing habitat dangers through controlled burning; independent or coordinated fire suppression activities; and maintaining mutual aid relationships with other agencies and municipalities. Exercises second and third level supervisory responsibilities over a large workforce of permanent, temporary and seasonal professional law enforcement and fire protection workforce and indirectly over a large number of volunteers, industrial firefighters, and contractors. Manages public safety programs through coordinated leadership assuring that they meet specifically assigned ongoing and annual operational and financial objectives. Assumes overall responsibility for a large Operating and Capital Budget and develops, justifies and defends proposed budget submissions. Resolves internal problems and issues and coordinates with other District organization on broader problems and issues.

Individually, serves as District representative to a number of external professional organizations and associations assuring that the District's operational and financial interests receive maximum attention and decisions or agreements are consistent with overall District strategic planning. Representational duties also include contacts with public safety counterparts, elected officials, special interest groups and the general public requiring significant interpersonal communication skills when issues are conflicted and maintaining the District's positive image is critical.

Serves as a member of the District's senior management staff. Chairs or serves on several key planning work groups that provide critical input to the General Manager and/or the Board of Directors on long term operational and financial plans and strategies that will achieve financial solvency and meet the District's vision for the future. Provides technical expertise on public safety matters, which is critical because providing a safe and secure park experience for visitors has the highest priority and the consequences of errors potentially life threatening.

MINIMUM QUALIFICATIONS:

- Education: A Bachelor's Degree from an accredited college or university in administration of justice, public administration or a closely related field; and
- Experience: Eight years of experience in law enforcement/public safety. At least two and a half of the eight years must have been at the senior management level. Direct experience in public safety work in a park environment and additional experience in fire protection is desirable.
- Substitution: A Master's Degree in administration of justice, public administration or a closely related field may be substituted for three of the required eight years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the law enforcement principles, practices, techniques and training/certification requirements. In addition, knowledge of police officer employment requirements and restrictions, various California Penal, Vehicle and Evidence Code provisions, and a general understanding of fire protection, hazardous material handling, emergency medical and telecommunication equipment legal and/or technical requirements or methods. Must possess significant knowledge of management and supervisory principles and practices, and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position. Also must possess all credential necessary for peace officer certification and possess or be able to obtain within the first year of employment, a California Peace Officer Standards and Training (POST) Executive certification.

REPORTS TO: General Manager

Employment Category: Management, Range MG08
Adopted by Board: 05/03/1988
Resolution #:
Revised by General Manager: 12/21/01

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