



Town of Winslow

114 Benton Avenue
Winslow, ME 04901
(207)872-2776



Position: Public Safety Director
Department: Public Safety
Classification: 29 Exempt
Salary Range: \$76,185 to \$90,225

The Director of Public Safety is the overseer of both the Police and Fire Departments. The Deputy Police and Fire Chiefs report directly to the Public Safety Director. The Director has the authority of and is responsible for the management, direction and control of the operations and administration of the police, fire and ambulance services. The Deputies have day-to-day operational management responsibility at the Director's behest, while the Director has primary administrative responsibility. The Director reports to the Town Manager. Work performance is evaluated through observation, reporting and results achieved. The Public Safety Director must be willing to work outside of normal office hours as needed.

This position reports to the Town Manager who reviews and evaluates employee performance.

Essential Job Functions

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. The Director of Public Safety assumes full management responsibility and authority for all Public Safety services and activities;

- Responsible for the oversight of the police, fire and ambulance services.
- Serves as the Chief Executive Officer of the departments comprising public safety.
- Participates in the selection, promotion, evaluation, scheduling and discipline of sworn and civilian employees.
- Establishes goals, policies and procedures.
- Directs and oversees all activities of the combined departments; Prepares and administers budgets for police, fire/ambulance and public safety.
- Establishes, in accordance with Town policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Promulgates all general and special orders for public safety departments.
- Responsible for the necessary delegation of authority to those under his command, commensurate with their duties and responsibilities.
- Handles all official correspondence and other business of the public safety services.
- Develops and adapts new techniques to improve the effectiveness of the public safety services in concert with the Deputy Police and Fire Chiefs.
- Coordinates press and media relations for departmental activities.

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Knowledge/Skills

- Thorough knowledge of the principles, standards, and practices of public administration with special reference to personnel and budget administration.
- Knowledge of supervisory practices, problem solving and analysis skills.
- Extensive knowledge and experience in working with employee unions with the ability to negotiate fairly and equitably.
- Thorough understanding of the principles and practices of disaster preparedness, response, and recovery.
- Thorough knowledge of the street system and geography of the town.

Ability To:

- Supervise in a positive, respectful, and consistent manner while holding individuals accountable for their performance and behavior.
- Plan, assign, and direct the work of subordinates.
- Maintain satisfactory relationships with town officials and the public.
- Analyze the effectiveness of the public safety operations and to correlate its development with changing conditions in the Town.
- Communicate professionally and effectively with a variety of public and private officials, other employees, and the public both orally and in writing.
- Negotiate effectively in a firm, but cordial manner under sometimes adverse conditions.

Minimum Requirements

- Associates degree in criminal justice, public administration, business administration, or related field;
- Fifteen years' experience as a supervisor in the police, fire, or emergency medical service field, or equivalent first responder service; or
- Equivalent combination of training and experience.