

PUBLIC SAFETY DIRECTOR

Schematic Code 15838

I. DESCRIPTION OF WORK

Positions in this banded class direct public safety operations for a state agency or university. Duties include but are not limited to developing policy and procedures, planning and organizing operations, managing budget development and related resource allocation, and maintaining appropriate relationships with local and State law enforcement agencies and the media.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Not Applicable

III. COMPETENCIES

Competency	Definition
Knowledge - Technical	Thorough knowledge of criminal and traffic laws, investigative techniques and case preparation, and standard law enforcement equipment. Ability to interpret new laws, ordinances, rules, and policies for staff. Ability to monitor threat assessment, administrative, and major criminal investigations for compliance with legal procedures, and organization policies. Ability to ensure appropriate response to critical incidents, to include compliance with the organization's policies and procedures.
Planning and Organizing Operations	Ability to develop plans to accomplish work operations and short-range goals and objectives. Ability to arrange and assign work to use resources effectively. Ability to coordinate administrative and technical services provided.
Policy and Program Development	Ability to establish operating standards and procedures to comply with state and federal rules and regulations and the policies of the organization.
Business Administration	Ability to evaluate and allocate resources, plan procurement and oversee budget and contracts to ensure fiscal stability of the organization.
Human Resources Management	Ability to oversee the recruitment, selection and development, coaching, counseling, disciplining, and evaluation of employees. Ability to retain a diverse workforce. Ability to plan and support the training and development of employees.
Communication and Public Relations	Ability to effectively communicate with staff through interpersonal interactions and written documentation. Ability to develop and maintain effective relationships with local and State law enforcement agencies and the media. Ability to maintain a positive image of public safety operations and to effectively manage situations that affect public relations. Ability to prepare and make presentations to various internal and external audiences on behalf of the organization.
Strategic Planning	Ability to identify strategic issues facing the area of public safety. Ability to establish and commit to a course of action in order to accomplish long-range, strategic goals, in coordination with the vision of the organization.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Not Applicable

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree and two years of progressive supervisory/managerial public safety experience; or equivalent combination of training and experience. Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission or the ability to achieve certification within one year of employment. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.