



505 Commonwealth Avenue Erlanger, KY 859-727-2525

DIRECTOR OF PUBLIC SAFETY

DEPARTMENT:	POLICE AND FIRE/EMS	JOB STATUS:	FULL TIME
FLSA STATUS:	EXEMPT	REPORTS TO:	CITY ADMINISTRATOR
SALARY BAND:	A	AMOUNT OF TRAVEL REQUIRED:	10%
WORK SCHEDULE:	FLEXIBLE	POSITIONS SUPERVISED:	FIRE CHIEF, POLICE CHIEF, AND THEIR RESPECTIVE DEPARTMENTS

POSITION SUMMARY

The Director of Public Safety is responsible for the overall management and strategic direction of both the Police and Fire/EMS departments. The Director of Public Safety must possess a strong background in public safety, with senior management/leadership experience in either policing and/or fire service. The Director of Public Safety must either meet the definition of Police Officer found in KRS 61.315 (1), or meet the definition of Firefighter and Emergency Medical Technician found in KRS 61.315 (1).

With the credentials to meet the definition of Police Officer, as found in KRS 61.315 (1), the Director of Public Safety would be required to carry a firearm. The Director of Public Safety would also be required to have the Peace Officer Professional Standards Certification. This position faces a high degree of danger or peril through the use of force needed to make an arrest or by threats made against the authority the badge represents. This position requires a high degree of physical conditioning to make arrests, apprehend suspects, and deal with the physical and mental stress associated with its duties.

With the credentials to meet the definition of Firefighter and Emergency Medical Technician, as found in KRS 61.315 (1), the Director of Public Safety would be required to meet professional standards and possess Kentucky Firefighter and Emergency Medical Technician (EMT) certifications—including the Basic 2 Certification. This position faces a degree of danger or peril associated with the collapse of buildings, the exposure to flames, smoke, or fumes, and/or the presence of twisted metal and debris in the immediate rescue environment. This position requires a high degree of physical conditioning in order to fight fires, lift and move injured persons or debris, and deal with the physical and mental stress associated with its duties. The Director of Public

Safety is exposed to infectious diseases or blood-borne pathogens due to working in close physical contact with the general public.

This role provides oversight, leadership, and administrative guidance to the Chief of Police and Fire Chief, ensuring that all law enforcement, fire, and emergency medical services are conducted effectively, safely, and in compliance with local, state, and federal regulations. The Director ensures a collaborative approach between both departments, addressing community needs and enhancing public safety initiatives.

ESSENTIAL FUNCTIONS

Leadership & Management

- **Oversight of Police and Fire Departments:** Directly supervise the Fire Chief and Police Chief, ensuring effective leadership and performance within both departments.
- **Strategic Direction:** Provide high-level guidance and strategic directions for both departments to meet the City's public safety goals, transformational objectives, and regulatory requirements.
- **Policy & Procedure Oversight:** Review, approve, and help formulate policies, procedures, and regulations for the Police and Fire/EMS departments in consultation with department heads, City Administrator, and the Mayor.
- **Staff Development & Training:** Ensure that both departments maintain high standards for training, professional development, and certification in alignment with industry best practices.
- **Operational Coordination:** Foster communication and coordination between the Police and Fire/EMS departments to ensure a unified approach to community safety.
- **Crisis Management:** Provide leadership during major public safety incidents, ensuring that both departments are prepared, responsive, and effective in handling emergencies.

Financial Management and Budgeting

- **Fiscal Oversight:** Collaborate with the Police and Fire/EMS departments to develop and manage department budgets, ensuring that resources are allocated efficiently to meet operational and strategic needs.
- **Grant Acquisition:** Seek out and manage grants or funding opportunities for both departments to support initiatives and resource acquisition.
- **Capital Improvement Plan:** Oversee long-term capital improvements, including equipment and facility upgrades, to ensure both departments remain well-equipped to respond to emergencies.

Regulatory Compliance & Safety

- **Regulatory Oversight:** Ensure that both the Police and Fire/EMS departments comply with all applicable local, state, and federal laws, including safety standards, certification requirements, and accreditation processes.
- **Risk Management:** Identify and mitigate potential risks to public safety, employees, and the community, overseeing safety protocols within both departments.
- **Incident Investigations:** Oversee investigations related to department conduct, public safety incidents, and community concerns, ensuring timely resolution and proper reporting.

POSITION QUALIFICATIONS

Education

- Bachelor's Degree supplemented by five years of professional law enforcement or Fire command experience or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to effectively perform the position's duties.

Experience

- Minimum of ten years of progressive experience in public safety, with at least five years in a senior management or leadership role.
- Previous experience as a Chief, Assistant Chief, or Deputy Chief in either Police or Fire/EMS departments is highly preferred.
- Experience in budget preparation, management, and personnel oversight within a public safety context.

Certifications & Licenses

- Must possess current Peace Officer Professional Standards (POPS) Certification for law enforcement, or must possess current Basic 2 Certification for fire service.
- Valid driver's license with the ability to obtain and maintain City-required certifications for department operations.

Skills & Competencies

- Leadership: Ability to motivate, mentor, and supervise both law enforcement and fire personnel while fostering collaboration between departments. Infuse transformational leadership into the departments.
- Strategic Thinking: Skilled in developing long-term strategies and operational plans for public safety, budgeting, and resource management.
- Crisis Management: Ability to manage high-stress situations and lead emergency responses, ensuring optimal safety outcomes.
- Communication: Strong written and verbal communication skills with the ability to engage effectively with diverse stakeholders, including city officials, community members, and department personnel.
- Analytical Skills: Strong ability to assess and improve public safety programs, policies, and department performance based on data and best practices.
- Interpersonal Skills: Ability to work effectively with various internal and external stakeholders, fostering teamwork and building a strong organizational culture.

Knowledge

- In-depth knowledge of public safety regulations, including law enforcement, fire safety, emergency medical response, and crisis management.
- Familiarity with public safety technologies, including communication systems, fire suppression technologies, and law enforcement software.

PHYSICAL DEMANDS

This position may require occasional participation in public safety events or emergency responses, which could involve moderate physical activity (walking, standing, etc.). Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

This position operates primarily in an office environment but may require travel to City events, emergency sites, and meetings as needed. The Director will occasionally be exposed to public safety incidents, which may involve hazardous conditions or situations requiring quick decision-making and response.

EXPECTATION FOR ALL EMPLOYEES

As a member of the City's leadership team, the Director of Public Safety is expected to exemplify the City's mission, vision, and core values of excellence, collaboration, respect, innovation, and accountability. This includes being a responsible, reliable, and supportive presence within and outside the City organization.

ACKNOWLEDGEMENT

I acknowledge that I have read and understood the job description and expectations for the Director of Public Safety role, and I certify that I am able to perform the essential functions of the position.

Applicant Signature

Date

Witness

By creating this comprehensive role, the Director of Public Safety will play a pivotal leadership role in ensuring the safety and well-being of the community while effectively managing the Police and Fire/EMS departments.

The City of Erlanger has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by the Mayor and/or City Administrator as deemed appropriate.