

State College Borough

Assistant Borough Manager for Public Safety

Job Description



REPORTS TO: Borough Manager
ROLE & LEVEL:

DEPARTMENT:
FLSA STATUS: Exempt

WORK OBJECTIVE:

The position of Assistant Borough Manager involves professional, administrative work in the field of public administration. The Assistant Borough Manager is responsible to the Borough Manager and performs a variety of assigned activities on behalf of the Manager, and if so designated, serves as Acting Manager in the Manager's absence. The position involves a great deal of interaction with Council members, staff, the public, and other governmental entities. Work is performed independently under the general direction of the Borough Manager. This particular position is responsible for overseeing and coordinating the services of all agencies that protect the citizens of this jurisdiction including the police department, emergency management and code compliance.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, directs and evaluates all activities of the Police Department, Community and Neighborhood Services, and Community Engagement, ensuring compliance with all laws and relevant policies and procedures
- Provides leadership, direction, and guidance on safety, security, and emergency management policy development and long-term planning to ensure effective allocation and use of Borough resources related to those issues
- Attends meetings of the Council, various authorities, boards and commissions, the Centre Region Council of Governments and its committees, and keeps the Manager informed of discussions and actions taken at meetings, as needed
- Coordinates information among staff and Council and the various agencies and groups affecting or affected by Council actions
- Oversees development of safety and security education programs for the community in coordination with applicable departments and community groups
- Conducts research and prepares reports and recommendations on various special projects as assigned by the Manager; provides detailed analysis of a project or problem and explores various alternatives in determining the best course for the Borough
- Develops and maintains positive working relationships with local, state, and federal law enforcement agencies and the local community

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- Coordinates emergency preparedness and response and mitigation/recovery for the Borough in collaboration with the medical center, local, state and federal agencies
- Remains abreast of safety, security and legal issues impacting local communities
- Develops systems, tools, programs and procedures to meet changing physical, legal and personnel conditions at the Borough and in the community
- Assumes responsibility for implementation of projects assigned by the Manager and represents the Manager as needed

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, facilities and institutions
- Advanced knowledge of public administration principles and the ability to apply them for the Borough
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organization-wide and departmental goals
- Ability to develop organization-wide departmental goals, objectives, and procedures
- Ability to develop and administer budgets and understand financial reports
- Ability to foster collaboration in a complex organizational environment
- Ability to communicate effectively orally and in writing
- Ability to delegate, manage, and supervise effectively
- Ability to lead and motivate others to achieve goals

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MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration, public safety or related discipline; supplemented by ten or more years' directly-related public safety experience, including at least five years of supervisory or management experience in local government; or an equivalent combination of education, certification, training, and/or experience. May be required to be certified as a law enforcement officer.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Master's degree
- Previous experience in a community that supports a higher education institution

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date