

Egg Harbor City
Request for Qualifications

DIRECTOR OF PUBLIC SAFETY

The City of Egg Harbor City is seeking an individual for the position of Public Safety Director. This is a civilian managerial position responsible for exercising department leadership and coordinating the administrative and operational functions for Police, Emergency Medical Services, and Emergency Management within the parameters and under the authority set forth in Articles §52-18 and §61-7. The position sets organizational goals and objectives for all functions, establishes criteria to measure and determine the effectiveness of these functions, and makes administrative and personnel recommendations, with advice and recommendations from the public safety command staff (Public Safety Director, Mayor and Officer-In-Charge). The Candidate for this position shall be recommended by the members of the Council and thereafter, subject to the appointment by the City's Appointing and Appropriate Authority. The Public Safety Director shall report to the Mayor as required by City Code. The primary functions of the position include:

- Provide leadership to the City's public safety command team; help the team achieve results by setting clear work expectations, delegating responsibilities, and giving regular feedback and advice.
- Develop and recommend a strategic plan for public safety to the Mayor; oversee implementation of the plan, and provide periodic reports on plan implementation.
- Plan, direct, and ensure the coordination of the Police and EMS Divisions to accomplish short-and long-range goals.
- Oversee operations of the Police and EMS Divisions; ensure the data and integrity of public safety records.
- Respond to high profile public safety situations and be available for consultation with command staff.
- Recommend staffing levels for the Police and EMS Divisions; hire, promote, evaluate performance, and take disciplinary action in coordination with the Mayor.
- Develop, recommend, and administer the department's budgets; identify opportunities for supplemental funding for public safety equipment, programs, and initiatives.
- Serve as Director of Emergency Preparedness and Local Emergency Management Coordinator; coordinate administrative functions of the City Emergency Operations Center.
- Develop department policy for all public safety divisions
- Serve as department spokesperson; develop department policy for disseminating information to the public using a variety of media and enhancing the department's relationship with the community in coordination and with the approval of the Mayor.
- Stay abreast of new developments affecting the City's public safety functions.
- Represent the City in joint agency public safety partnerships, programs, and activities.
- Meet with community groups and make presentations as requested.
- Possesses the ability to work with the Appointing and Appropriate Authority in coordinating the primary functions.

Responses must address both the general criteria and mandatory minimum requirements. All responses will be treated as confidential until they are read aloud.

Responses must be sent by **May 11, 2020** to:

Office of the City Clerk
City of Egg Harbor
500 London Avenue
Egg Harbor City, NJ 08215

All responses shall be opened and announced publicly, immediately thereafter by the City Clerk. Responses will then be reviewed by the governing body and appointment(s), subject to receipt of funding, and Mayor and Council Approval will be announced at a public meeting.

The City has structured a procurement process that seeks to obtain the desired results while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a submission.

If a possible respondent is interested in touring the existing sites, that can be arranged by emailing the City Clerk, Meg Steeb at megs@eggharborcity.org. The Mayor and Council reserve the right to select a qualified individual in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of N.J.S.A. 10:5-21 et seq. and N.J.A.C. 17:27-1 et seq., if applicable.

Individuals are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27 et seq., PL 2004, c.19, and Egg Harbor Pay to Play Ordinance.

The Mayor and Council reserve the right to reject all bids.

CANDIDATE PROFILE

- Committed to and passionate about the role of public safety and community service.
- Builds trust and credibility with all public safety personnel, including law enforcement and emergency medical technicians, creates a cohesive department environment.
- Experienced in managing leadership transitions, is a champion for positive change, and does not seek change for the sake of change.
- Leads by example, demonstrating integrity and an unfailing sense of ethics, sets a high standard for ongoing professional growth and development.
- Encourages and empowers the ideas of others, willingness to blend top-down and bottom-up ideas.
- Mentors and develops staff by providing assignments where staff can demonstrate leadership.
- Works collaboratively with command staff; can rely on others without feeling compelled to know everything and be the one to make the final decision.
- Readily gives credit and recognition to others; consistently demonstrates respect for public safety personnel.
- Accessible and approachable, develops good working relationships with the business community and the general public.
- Excellent listening and communication skills; effectively presents information to a wide variety of audiences.
- Proactive, looks ahead and anticipates needs; demonstrates effective long-range planning and organizing skills.
- Demonstrated ability to maximize the use of public safety resources.

- Open to the use of more technology; increases the use of social media to inform and connect to the community.
- Stays current with emerging trends and best practices in public safety.
- Builds effective working relationships with the Mayor, City Council, Administrative personnel, and officials in other public safety agencies.
- Balances public safety needs with those of other City departments; advocates for public safety needs when necessary.
- Actively participates on the City's management team; develops collaborative working relationships with City department heads.

CANDIDATE CRITERIA *To be mutually discussed and agreed upon by the Mayor and Council.*

EDUCATION:

- Graduation from an accredited college or university with a bachelor's degree
- The ideal applicant would also hold an advanced degree or accreditation in criminal justice, police administration, business/public administration, or related field; or additional specialized education/certification, such as completion of the FBI National Academy.

EXPERIENCE:

- A minimum of ten (10) years of progressively responsible law enforcement experience; no less than five (5) of which shall have been in a responsible capacity in public administration and policing-making.
- Five (5) years of supervisory police experience providing assistance and protection to persons, safeguarding of property, observance of the law, and apprehension of lawbreakers.
- An equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to perform the job will also be considered.