

**CITY OF NORTH OLMSTED
SAFETY-SERVICE DIRECTOR**

The City of North Olmsted is seeking a Director of Public Service and Public Safety. This position oversees the North Olmsted Police Department, Fire Department, Service Department and Waste Water Treatment Plant. The job description and qualifications are listed below. Qualified candidates may email their resume, salary history, references and a completed City application located on the City's website under Human Resources Department by January 15, 2021.

Becki Kovach

e-mail: kovachb@north-olmsted.com

EOE

JOB DESCRIPTION

GENERAL DESCRIPTION:

Appointed by the Mayor and working under the overall direction of the Mayor, the Director is responsible for strategically positioning, organizing, directing, supervising and accepting accountability for Sewers, Public Service and Properties, Waste Water Treatment Plant, Animal Warden and Public Works divisions. The Director is the executive official in charge of the department and applies all legislation adopted by City Council and confers with the Mayor in developing the strategic direction of the department. The Director defines, plans, implements and maintains broad programs for the department and develops appropriate policies and procedures to guide subordinate managers in carrying out the work. Guidelines include policy directives and principles and practices of management. The Director is accountable for the effectiveness of the public services of the department for its fiscal and ethical integrity and for the public service values reflected in the conduct of its personnel.

Appointed by the Mayor and working under the overall direction of the Mayor, the Director is responsible for strategically positioning, organizing, directing, supervising and accepting accountability for Police and Fire divisions. The Director is the executive official in charge of the department and applies all legislation adopted by City Council and confers with the Mayor in developing the strategic direction of the department. The Director defines, plans, implements and maintains broad programs for the department and develops appropriate policies and procedures to guide subordinate managers in carrying out the work. Guidelines include policy directives and principles and practices of management. The Director is accountable for the effectiveness of the public services of the department for its fiscal and ethical integrity and for the public service values reflected in the conduct of its personnel.

QUALIFICATIONS:

Bachelor's degree from an accredited four-year college or university in applicable field and six (6) or more years of progressively responsible experience including managerial responsibilities for technical, professional and labor or trades personnel preferred; or completion of secondary education, or equivalent; minimum six (6) years of increasingly responsible experience in public works or utility construction and maintenance or similar field; or any combination of training,

education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

Bachelor's degree in public administration, emergency management, managerial studies, or a related field and six (6) or more years of progressively responsible experience preferred; or completion of secondary education, and six (6) years of progressively responsible executive experience in a comparable position; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.