

## PUBLIC SAFETY ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves administrative tasks performed in support of law enforcement, fire fighting, and prevention activities. Duties are performed under general supervision in accordance with established procedures with allowance made for the use of independent judgement. General supervision may be exercised over Police Officers. This class differs from that of Police Officer in that the incumbent is not authorized to perform the patrol and law enforcement duties associated with a police officer. A Public Safety Administrator does related work as required. An incumbent in the Village of Cattaraugus, New York has no responsibility for fire fighting and prevention.

### TYPICAL WORK ACTIVITIES:

- Prepares work schedules for Police Officers;
- Prepares reports on activities of Police Department;
- Answers written, verbal, and telephone requests for assistance;
- Maintains a log of municipal assistance requests;
- Inspects buildings and other structures to determine if fire hazards exist;
- Coordinates activities with Building Inspectors to ensure elimination of fire hazards;
- Acts as liaison between municipal government and Volunteer Fire Department;
- Services municipal fire and police vehicles and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of fire prevention principles, practices, and techniques; working knowledge of building codes relating to fire prevention; working knowledge of fire apparatus and equipment; working knowledge of the principles and practices of police work; working knowledge of the New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law, and all local laws and ordinances pertaining to law enforcement and fire safety; ability to plan and supervise the work of others; ability to be firm, yet courteous with the public; clerical ability; mechanical aptitude; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) One year of full time paid experience in law enforcement, fire fighting, or prevention or it's part-time equivalent;

OR\*

- B) Completion at a regionally accredited or New York State registered college university with a minimum of 12 credit hours in criminal justice or police science subjects;

OR\*

- C) Three years experience as a volunteer fire fighter or auxiliary police officer;

OR\*

- D) An equivalent combination of training and experience as defined by the limits of A, B, and C above.\*

*NOTE:* Volunteer experience must have included satisfactory completion of a course of instruction in the essentials of firemanship conducted by the New York State Department of State or a course of instruction for auxiliary police conducted under the supervision of the Civil Defense Agency.

*SPECIAL REQUIREMENT:* Possession of a Class V Operator's license issued by the New York State Department of Motor Vehicles at time of appointment.

\*Experience in fire fighting and/or prevention is not qualifying for appointment in the Village of Cattaraugus.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised 12/28/88