



Director of Public Health and Safety

Class Code:
6016

Bargaining Unit: Appointive

CITY OF EVERETT
Revision Date: Jul 19, 2016

SALARY RANGE

\$9,031.00 - \$11,745.00 Monthly

NATURE OF WORK:

Under the direction of the Mayor, Chief Administrative Assistant and/or Executive Director provide policy advice to City Administration and relevant departments to better coordinate and direct the various City-wide efforts, activities, programs and services associated with Public Safety, criminal justice, social services and public health. Responsibilities include advocating for the interests of the City in local, regional, state and federal government and business arenas; strategic policy and technical analysis; project management; and directing, coordinating or assisting city departments in the operational aspects of assigned areas. May lead multi-departmental teams assigned to specific development initiatives. Depending upon the nature of assignments, supervision may be exercised over a staff of technical, professional, and administrative employees. Work is reviewed through conferences, reports and effectiveness of assigned activities and programs.

ILLUSTRATIVE EXAMPLES OF WORK:

Develop, recommend, plan, initiate, organize and evaluate programs, services, policies, procedures and projects that will assist in efficiently addressing the public health, safety and social services needs within the Everett community. Coordinate City efforts internally to use public resources both effectively and efficiently. Coordinate City efforts externally to collaborate with partners in the community in implementing proven strategies.

Report to the Mayor, Chief Administrative Assistant and City Council on policy, strategy and outcomes to accomplish the goals of the various City-wide efforts, activities, programs and services associated with Public Safety, criminal justice, social services and public health.

Cultivate contacts, establish and maintain positive, effective, collaborative working relationships with Everett Police Department personnel, Everett Fire Department

personnel, other law enforcement agencies, other emergency medical response agencies, court systems, members of the Community Streets Initiative, community leaders, Stepping Up, County Public Safety and Human Services Alliance, Law and Justice Council, Snohomish County Human Services, federal, state, regional and local agencies, homeless shelters, area community service and faith-based groups, non-profits, staff of state and local hospitals and health providers in order to efficiently address the public health, safety and social services needs within the Everett community.

Lead the City's CHronic-Utilizer Alternative Response Team (CHART) program and coordinate the multi-departmental efforts to support low-barrier housing initiatives.

Serve as a liaison with other City departments, divisions, outside agencies and the community. Coordinate efforts described in the Safe Streets Plan to address homelessness, mental health, and substance use in our community.

Work directly with the Economic Development department and business community to promote the goals of a safe city and inviting commercial areas.

Provide policy guidance to the Prosecutor's Office in coordination with the City Attorney and Lead Prosecutor to carry out goals of the Safe Streets plan.

Communicate with other directors, managers, city officials and others regarding policy, program and project issues and matters of mutual concern.

Provide policy guidance to the Everett Police Department and Everett Fire Department on the Safe

Streets Plan. May provide legal advice at the discretion of the City Attorney.

Work directly with the Planning department on Safe Streets-related issues, including human needs funding, and low-barrier and affordable housing.

Provide policy guidance to other city departments affected by issues of public health and safety including Transit, Libraries, Public Works, Parks, etc.

Keep up with current literature on best practices and advise the Mayor and departments accordingly.

Using data and best practices study and analyze program effectiveness. Prepare recommendations and reports for improvement of existing programs and development of new programs. Review statistical data and identify future trends. Develop criteria to measure the impact of efforts and show that City resources are utilized to meet goals of improved public health and safety. Prepare memos, correspondence, records and reports related to public health and safety and social services activities.

Work with the Communications Director to communicate with the public on Safe Streets issues and issues of public health and safety.

Attend community meetings and present to community groups. Work directly with the community to help educate citizens on complex issues of homelessness, mental health, and substance use and do so in a way that promotes the goals of the Safe Streets plan.

Provide advocacy at State and Federal Legislatures for changes benefitting the City's public safety, social service, and public health goals.

Identify and review all efforts currently underway to address issues of public health and safety, determine budget impact, identify gaps, and identify ineffective programs.

Oversee the preparation and administration of assigned program or project budgets; present annual budget estimates and work programs; monitor and approve expenditures; approve consultant and contractor payments in accordance with contract guidelines; review financial and performance data; present project and/or program expenditure requests; seek and secure financial resources.

Identify additional funding sources such as grants and leverage dollars available in the community for mental health, treatment, and homelessness, to promote efforts by the City.

May attend and testify at court hearings and other legal proceedings.

Delegate and monitor tasks and projects consistent with established project goals and objectives.

Perform related work and special projects as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Organization, operation, and common practices of municipal government administration, including all applicable laws, ordinances and regulations.
- The philosophy and objectives of social services and community service programs.
- Symptoms, common behavioral and social characteristics and other manifestations of the disabilities affecting the population served.
- Principles, methods, policies and procedures of all functions relating to area of assigned projects.
- Citizen groups, business concerns and other stakeholders within the municipal operating environment.
- Local and regional special governmental entities, organizations and interest groups.
- State and federal legislative practices, procedures.
- Special needs of homeless populations.
- Writing and research techniques.
- Local, state and regional resources and programs for the homeless, mentally ill, substance abusing population and those with other social service needs.
- Judicial procedures, sentencing implications, and the corrections environment.
- Related state and federal mandates including those related to privacy and confidentiality.
- Budget preparation and control.
- Modern office practices and computer applications, including spreadsheets, databases, and statistics.

Skill Level:

- Superior interpersonal skills required, with demonstrated negotiation and partnering skills.
- Excellent verbal and written communications skills, including the ability to communicate effectively with diverse populations. Effective public speaker in the areas of presentations, facilitation, and conflict resolution.
- Excellent management and team building skills including strategic planning, problem analysis and decision making, adaptability/flexibility, stress tolerance and time management.
- Proficient research, statistical and analytical skills.
- Positive and progressive customer service attitude and skills required.
- Proficient in the use of personal computers and other office equipment.

Ability to:

- Exercise a high degree of independent judgment and conceptualize, influence and develop objectives, goals and guidelines for assigned projects.
- Initiate creative improvements and stimulate collaborative problem solving.
- Communicate and present complex ideas and information relating to municipal issues.
- Work under pressure, meet deadlines and adjust to changing priorities.
- Review and evaluate complex information, evaluate implications and make appropriate recommendations.
- Analyze and review contract and budgetary information to determine the impact on assigned projects.
- Establish and maintain cooperative and effective working relationships with federal, state, regional and local agencies, co-workers, supervisors, other city staff, community organizations and the public.
- Relate to others in a professional, courteous and respectful manner utilizing tact, patience and courtesy.
- Work safely and in compliance with federal and state laws, city policy and standards.
- Train, supervise, and evaluate personnel; organize and guide the work activities of others.
- Maintain a work environment free of discrimination, harassment, and retaliation.
- Proactively address potential employee issues.
- Promote diversity and multi-cultural understanding in the workplace and the community.
- Effectively prepare and present departmental reports and make public presentations in a persuasive manner to various audiences.
- Analyze programs, policies, procedures, and operational needs and make appropriate recommendations.
- Express ideas and recommendations clearly and effectively both orally and in writing.
- Effectively identify and resolve conflict.
- Be discreet and maintain confidentiality of information.
- Use computers and various software programs and other computer applications, including word processing, data management, spreadsheets, and other programs.
- Read, interpret and apply work-related laws, rules and other regulations.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

A combination of education and related experience may substitute for education requirements.

- Bachelor's Degree in Human Services, Sociology, Public Administration, or a related field, advanced degree or law degree and admission to the Washington State Bar Association preferred **and**
- Minimum of 6 years increasingly responsible related experience.

Physical Demands/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to deliver group presentations, sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.
- Field reviews may be required.
- Attendance and participation at evening meetings may be required on a frequent basis.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine.
- Must be physically capable of lifting, walking, moving, carrying, climbing, bending, kneeling, walking, crawling, reaching, and handling, sitting, standing, pushing, and pulling.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, radios and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

SUPPLEMENTAL INFORMATION:

The statements contained in this class specification reflect general details as necessary to describe the principle functions of this class, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

