

# JOB DESCRIPTION

## Public Safety Director

Department: Police and Fire  
Location: Rio Hondo, Texas

Pay Rate starting: \$56,000  
Employment Type: Full-Time

### **GENERAL DESCRIPTION:**

Responsible for the effective and efficient management of the Police Department and the Fire Department, through planning, organizing, and directing departmental activities. Ensure that law and order is maintained; that laws and ordinances are enforced; that measures are implemented to prevent crimes and to protect lives and property; adopt and implement policies as necessary; exercise clear and independent judgment to make certain police directives are handled in a professional, business-like manner.

### **ESSENTIAL TASKS:**

**>Management Responsibilities** — Develops and administers all department personnel performance plans and performance evaluations; maintains current knowledge and understanding of all TCOLE requirements; maintains officers files current with TCOLE required documents; consults with the City Administrator in developing and coordinating overall plans and policies for the Police and Fire departments' operations; prepares and manages the Departments' annual budgets and provides management with updates on significant issues; documents and reports to the City Administrator the revenues being generated by the Police Department and the Municipal Court; provides periodic reports to the City Administrator on department incidents as they develop; initiates plans to improve departmental operations through personnel training and professional development; utilizes job performance plans to administer performance evaluations at least annually; promptly communicates any City issues of concern regarding City operations to the City Administrator, Mayor or City Commission as necessary; and performs any other necessary duties, as directed by the Mayor, City Commission and/or the City Administrator.

**>Police Department Activities** — Employs leadership by example as a motivational tool for all subordinates and works to maintain an acceptable level of employee morale; provides each Department employee with a copy of a performance plan detailing the job responsibilities and ensures all accomplishments and disciplinary actions are well documented; continuously evaluates the level of work quality and output of each police officer, based on work experience; ensures that all incident reports and other necessary law enforcement documentation is completed on a timely basis and promptly submitted for review; develops and maintains a schedule for police department personnel; ensures police officers have the necessary equipment to perform the required job tasks; promptly responds and investigates personnel complaints and documents all findings; and promotes and supports a team concept when working with all City departments; evaluate, amend, adopt and enforce police department policies and procedures as necessary; maintain departmental awareness of and conformance with all requirements as directed by TCOLE

**>Fire Department Activities** — Manages a current roster and organizational chart of all Department Volunteer members; keeps records of required and completed fire training requirements on all members; ensures Department is adequately equipped when responding to incidents; keeps a maintenance schedule on all Fire Department motor vehicles and ensures vehicles are fully operational on demand; immediately reports any issues of concerns dealing with personnel or equipment to the City Administrator.

**>Administrative Services** — Adheres to the assigned work schedule and promptly notifies the City Administrator of any deviations; may be required to work off scheduled hours in support of on-demand activities, and as directed by the City Administrator; provides quality assurance and quality control (QA/QC) on all incidents and investigation reports; and ensures copies of personnel actions are placed in the Personnel files.

**>Planning and Time Utilization** — Meets deadlines set by the City Administrator, Mayor or City Commission; ensures Police Department staff and Fire Department members adhere to assigned work schedules; submits complete and accurate time records to the personnel administrative staff; and attends all meetings scheduled by management and presents monthly departmental activities at the City Commission meetings.

#### **COMMUNICATION:**

Must maintain a courteous and professional relationship when dealing with the public, peers, elected officials, and governmental agencies; records and promptly responds to customer complaints in a courteous professional business-like manner; maintains an open line of communication with the City's administrative staff; immediately notifies the human resources department on workmen compensation incidents; promptly communicate to management all issues of concern; keeps current with all correspondence pertaining to the Police Department or Fire Department issues; provides updates on issues dealing with citations, Municipal Court issues, and warrants; communicates all overtime accumulated to management and make necessary adjustments to limit any overtime, in a timely manner; attend all meetings as scheduled by management; stays current with the required licenses and certifications for both the Police and Fire departments; and ensures that continuing education hours are completed as required.

#### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

##### **DATA INVOLVEMENT:**

Requires comparing or inspecting items against a standard.

##### **PEOPLE INVOLVEMENT:**

Requires serving others such as customers; attends to their requests and exchanging information with them.

**COGNITIVE REQUIREMENTS****REASONING REQUIREMENTS:**

Requires performing routine work using common sense.

**MATHEMATICAL REQUIREMENTS:**

Requires comprehending basic addition and subtraction, such as measuring.

**LANGUAGE REQUIREMENTS:**

Must be able to communicate effectively, both orally and in writing.

**MENTAL REQUIREMENTS:**

Requires simple, repetitive, manual and operating tasks involving a few definite procedures; requires minor short term planning and attention for accurate results.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Valid Texas Drivers License; Master Peace Officer Certification.

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS****PHYSICAL DEXTERITY REQUIREMENTS:**

Requires medium to heavy work that involves walking or standing virtually all of the time, exerting between 50 and 100 pounds of force on a recurring basis, considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

**ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, fumes and/ or noxious odors, traffic and moving machinery.

**ADA COMPLIANCE**

The City of Rio Hondo is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities.

Prospective and current employees are invited to discuss accommodations.

**BENEFITS:**

The City of Rio Hondo offers benefits: sick and vacation leave, and employer-paid health insurance and TML Retirement 2 to 1.

*This should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated in this specification. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. This position is contingent upon continued availability of funds.*

**HOW TO APPLY:**

Application and resume must be submitted to:

City of Rio Hondo, City Hall  
ATTN: Personnel Manager  
(lgarza@riohondo.us)  
121 N. Arroyo Blvd., 2nd Floor // P.O. Box 389  
Rio Hondo, Texas 78583

The City of Rio Hondo is an Equal Opportunity, Reasonable Accommodation Employer.  
If you need an accommodation, or have any questions, please call (956) 748-2102.