



**CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION**

**CIVILIAN PUBLIC SAFETY
SUPERVISOR**

FLSA Status: Exempt
Bargaining Unit: Non-Bargaining
Salary Grade: PC1/PC5

CLASS SUMMARY:

The Civilian Public Safety Supervisor is the supervisory level in the Public Safety Non-Sworn Series. Incumbents are responsible for supervising law enforcement support functions which may include the development of budgets and related presentations, preparation of statistical and narrative reports, development of administrative policies and procedures, oversight and coordination of multi-agency computer systems, and provision of complex customer service.

Responsibilities include the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

The Civilian Public Safety Supervisor is distinguished from the Dispatcher and Public Safety Clerk by its focus on first-line supervision of law enforcement support functions.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Supervises departmental staff as assigned, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, conducting performance evaluations.
- Manages the law enforcement communications center including the development and maintenance of policies and procedures and may manage multi-agency computer systems.
- Prepares administrative and other reports which may address budget, payroll, and/or statistical reports to address specific inquiries.
- Resolves complex customer service inquiries and issues.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

An Associate's Degree in a related field and five years of directly related experience, including two years of supervisory experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Basic and Intermediate Telecommunicator Certificate at appointment
- Emergency Medical Dispatch Certificate within 60 days of appointment
- Advanced Telecommunicator Certificate within one year of appointment
- Law Enforcement Data System Certificate within sixty days of appointment
- Supervisory Certificate within one year of appointment

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

Knowledge (positions in this class require):

Knowledge of:

- Conflict resolution;
- Police procedures and records management;
- Budget management;
- Police and criminal justice related software programs;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Using office equipment;
- Performing basic clerical activities;
- Data entry and information system management;
- Records initiation and management;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Supervision of staff;
- Maintaining confidentiality;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing, fingering and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379