

MPD SAFETY DIVISION MANAGER

Recruitment #1609-4972-001

List Type Original

Requesting Department Milwaukee Police Department

Open Date 12/16/2016 8:00:00 AM

Filing Deadline 1/13/2017 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

This position offers you an opportunity to build upon your background in traffic and pedestrian safety to make a substantial difference in the lives of Milwaukee's citizens. Bring your leadership skills to bear in supervising the City's Safety Division, and make use of your analytical skills to tackle challenging problems and implement improvements that will make the City a safer place in which to live and work.

Under the direction of the Director of the Police Academy-Risk Management Bureau, the MPD Safety Division Manager is responsible for providing leadership and oversight for the Safety Division. Duties include administering citywide safety programs, including School Crossing Guards, Safe Routes to School, pedestrian, water, bicycle, Safety Cadet Patrol, child safety seats, fireworks, school bus, and other traffic safety educational programs. The person in this position supervises the Safety Division staff, manages the traffic safety grants as they relate to safety programs, and administers the Division's budget.

ESSENTIAL FUNCTIONS

Administrative Oversight:

- Administer the School Crossing Guard Protection program, and establish and maintain collaborative working relationships with school administrators to ensure that resources are balanced citywide to provide adequate crossing guard coverage.

Staff Management and Leadership:

- Provide program leadership and supervision for the MPD Safety Division's staff, including assigning, directing, and approving work; recruiting and making hiring recommendations; evaluating performance; and conducting staff development and training.

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- Effectively handle the daily operations of the Safety Division in conformance with Departmental regulations, procedures, and personnel policies.

Resource Allocation and Grant Management:

- Monitor the Safety Division budget.
- Coordinate and disseminate safety materials for citywide child safety programs and adult traffic safety programs; collaborate with the MPD Office of Community Outreach and Education to schedule and provide educational services through public presentations and media promotions.
- Work with the Department to submit and administer grant applications related to the MPD Safety Division's programs.

Crash Statistics Administration and Traffic Safety:

- In cooperation with the Department's Traffic Enforcement Unit, Crash Reconstruction Unit, and the Department of Public Works (DPW), report yearly traffic crash statistics to the Common Council Public Safety Committee.
- In collaboration with the Traffic Enforcement Unit and Crash Reconstruction Unit, attend meetings and conferences at local and state levels to promote pedestrian and traffic highway safety.
- Serve as an MPD Liaison to make recommendations to the Milwaukee Public Safety Committee, Fire and Police Commission, and other official agencies on the placement of School Crossing Guards and safety issues related to the Safety Division's programs.

Community Leadership:

- Attend community health and safety fairs, organizational meetings, Wisconsin Department of Transportation (WisDOT) grant meetings, and official City meetings to speak on citywide traffic safety issues.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in public safety, community education, public administration, or a closely related field from an accredited college or university.
2. Four years of progressively responsible program management or administrative experience in the coordination and delivery of safety programs, including at least one year of supervisory experience.

3. Valid Wisconsin Driver's License at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Experience overseeing similar safety programs within a governmental agency.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the principles and practices of public safety, in particular, pedestrian and traffic safety.
- Ability to read and understand complex documents such as laws, policies, and technical publications.
- Knowledge of and ability to interpret and apply federal, state, and local laws and statutes pertaining to traffic safety.
- Knowledge of program management related to the coordination and delivery of safety programs.
- Oral communication skills.
- Written communication skills, including the ability to prepare correspondence and complex reports.
- Fiscal responsibility in administering the Division's budget.
- Interpersonal skills: ability to build rapport with command and other sworn staff, City managers and elected officials, non-sworn staff and direct reports, representatives of various agencies and community groups, job applicants, and the public.
- Cultural awareness and the ability to work effectively with diverse groups in a professional capacity.
- Knowledge of supervision and training principles and best practices.
- Supervisory skills: ability to assign duties, set performance standards, provide guidance, monitor work in progress, evaluate performance, and make hiring recommendations.
- Training and presentation skills: ability to provide safety presentations and in-service training tailored to various audiences both large and small.
- Critical thinking skills: analytical and problem-solving skills; decision-making skills and sound judgment.
- Ability to plan and organize work, adjust to changing priorities, and achieve objectives within deadlines.

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- Proficiency using the Internet to conduct research as well as standard computer applications such as word processing, spreadsheet, presentation, database, and email and calendar programs.
- Ability to perform well under pressure.
- Honesty, integrity, and the ability to maintain confidentiality.

CURRENT SALARY

THE CURRENT SALARY RANGE (PAY RANGE 1EX) for a City of Milwaukee resident in this position is **\$58,462** (\$57,028 non-resident) to **\$81,844** (\$79,836 non-resident) annually. *Appointment up to \$72,492 resident (\$70,713 non-resident) annually may be considered based on employment and compensation history.*

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **Friday, January 13, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.