



The City of Malibu

Invites Applications for an Employment Opportunity



PUBLIC SAFETY MANAGER

Salary Range: \$97,623- \$126,909 annually (plus excellent benefits)

Full-time permanent position (subject to probation)

Application Deadline: Friday, March 10, 2017, at 4:00p.m.

Completed City of Malibu Employment Application, Supplemental Questionnaire and Resume must be submitted online at: www.malibucity.org/jobs for candidate consideration. *Applications received by email or facsimile will not be considered.* Resumes are not accepted in lieu of a City Application. EOE/ADA

General Description

Under general direction, performs and plans complex professional and administrative functions related to the City's public safety programs, including coordination and management of the City's emergency management program; planning and coordination for the City's response to natural disasters and national security emergencies; manages the City's emergency notification system; serves as liaison to public safety agencies, other governmental and social service agencies; and performs related work as required.

Examples of Essential Responsibilities and Duties

Manages the development and implementation of public safety-related goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures; Coordinates and manages the City's emergency management functions including: analyzing critical issues; identifying potential hazard to health and safety; training and advising other staff in roles related to emergency operations; and ensuring the City's disaster preparedness plan is maintained in accordance with State law; Oversees the City's emergency alert/notification system, including posting notifications on the City's social media outlets, website and other communication platforms; Communicates with local radio stations; Develops innovative solutions to keep the City's emergency functions at the forefront of public safety; Ensures that the City's Emergency Operations Center (EOC) is in a constant state of readiness and that all EOC systems are operational and up to date. Maintains ability to activate EOC at all levels of incidents and planned events. Serves as the liaison to the City's Volunteers on Patrol program.

Typical Qualifications

Knowledge and Skills: Modern principles of emergency management and response procedures; Principles of disaster planning; Operational characteristics of communication systems; Modern and complex principles and practices of program development, research methods of assigned programs administration; Applicable Federal, State, and local laws, codes and regulations, including SEMS, incident command and State and County emergency preparedness requirements; Ability to develop and standardize procedures and methods to improve the efficiency and effectiveness of the City's public safety priorities; Administering complex programs in an independent and cooperative manner; Providing administrative and professional leadership and direction for the City of Malibu Public Safety and Emergency Management Programs; Providing leadership and guidance during emergency situations; Making effective public presentations; Using English effectively to communicate in person, over the telephone and in writing.

Education, Experience, and License: Equivalent to graduation from an accredited four-year college or university with major coursework in public administration or closely related field, and five (5) years of responsible professional experience in managing and administering emergency-related or public safety programs in a municipal setting. Must possess a Professional Development Series certification issued by the State Office of Emergency Services. Must possess certificate of completion of Standardized Emergency Management System training. Must complete the FEMA ICS 100 and 200 and IS 700 and 800 courses required by the Department of Homeland Security within a specified amount of time. Possession at all times of a valid California Class C Driver License and have a satisfactory driving record.





City of Malibu

**Malibu City Hall
23825 Stuart Ranch Road
Malibu, CA 90265**

Phone: (310) 456-2489 Fax: (310) 456-3356
www.malibucity.org

Manager Employment Benefits

Administrative Leave:	27 hours per year.
Vacation:	1 – 5 years.....96 hours per year 6 – 10 years.....120 hours per year 11 years or more.....160 hours per year
Holidays:	11 fixed holidays per year.
Sick Leave:	96 hours per year.
Retirement:	The City participates in the Public Employees’ Retirement System (PERS). New members to CalPERS, new PEPPA formula 2% at 62, 3-year average, 6.5% member contribution; classic CalPERS members 2% at 55, 1-year average. The City does not contribute to Social Security.
Insurance:	Health, Dental, Long Term/Short Term Disability, Life and Vision Insurance are all covered. The City currently pays the entire premiums for the employee and 100% of the employee’s dependent care premiums.
Deferred Compensation:	A voluntary 457 Deferred Compensation Plan is available for employee participation. The City will match up to \$50.00 per pay period of a contribution to our ICMA Deferred Compensation Plan.
Credit Union:	Employees have the option to sign up with the Ventura County Federal Credit Union.
Additional Benefits:	The City offers an Alternative Work Schedule (9/80); Employee Assistance Program; Tuition Reimbursement.
Probation:	New hire and promotional appointments shall be subject to a probationary period of not less than six months.
Medicare:	Federal law requires mandatory contribution for each employee of 1.45%.
Special Note:	In compliance with the Immigration & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

- ❖ THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THE BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE
- ❖ REASONABLE ACCOMMODATION: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE IN THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES DEPARTMENT, IN WRITING, BY THE FINAL FILING DATE ON THIS ANNOUNCEMENT.
- ❖ THE CITY OF MALIBU IS AN EQUAL OPPORTUNITY EMPLOYER.