

Notice of Job Opening

Position: Commissioner of Public Safety

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

**Effective immediately, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Office of Human Resources.

Department: Mayor's Office

Number of Vacancies to be filled: 1

Rate of Pay: \$50,000/year

Schedule: 20 hours/week (part-time)

Application Deadline: **11:59 pm on Friday, December 3, 2021**

To be considered for the position, applicants must submit a cover letter and résumé to telumade@albanyny.gov

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Wednesday, November 3, 2021.

COMMISSIONER OF PUBLIC SAFETY

DISTINGUISHING FEATURES OF THE CLASS: The Public Safety Commissioner shall be appointed by the Mayor and shall serve at the pleasure of the Mayor. The position exercises broad administrative and executive responsibilities.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Collaborates with the Chiefs of Police and Fire to manage the selection, appointment, training and development of police and civilian staff;
- Conducts disciplinary proceedings and imposes appropriate sanctions including reprimand, treatment of training, forfeiture of pay, demotion and dismissal, and other disciplinary measures as determined by analyzing pre-established rules and guidelines;
- Obtains, reviews, and evaluates evidence, including disciplinary reports;
- Prepare written decisions and instructions regarding findings, cases, claims, and disputes related to police discipline;
- Prepares and submits plans and credentials necessary to gain or retain state accreditation;
- Designs and conducts performance appraisals;
- Performs related work as required;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the structure, operations, and functions of local government and law enforcement;
- Working knowledge of modern principles and practices of public administration and modern policing practices
- Thorough knowledge of legal principles and practices;
- Ability to read and evaluate information from documents, such as motions, claim applications, and records;
- Apply laws or precedents to reach judgements and resolve disputes between parties;
- Ability to meet and deal tactfully and effectively with City department heads, employees, the general public and the press;
- Superior analytical, writing, and communication skills;
- Advanced use of Microsoft Word and associated programs;

MINIMUM QUALIFICATIONS:

- A) Graduation from a nationally accredited college or University with a Juris Doctor, an advanced degree in a related field and up to ten (10) years of experience; **OR**

- B) Graduation from a nationally accredited college or university with a Bachelor's Degree (or higher) AND fifteen (15) years of supervisory experience in public administration, law enforcement, or legal experience; **OR**
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.