

City of Guyton, Georgia

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Working Together to Make a Difference

Position Title:	Director of Public Safety
Organization Name:	City of Guyton
Agency Type:	Local Law Enforcement & Fire Protection (municipal)
Job Function:	Public Safety – Director of Fire & Police
Location:	Guyton, Georgia (Effingham County)
Posted:	April 12, 2019
Minimum Education:	Equivalent education and experience to enter chief's school; Equivalent education and experience to obtain fire certification
Minimum Experience:	Level required to qualify or exceed chief school requirements; Level required to qualify or exceed fire certification requirements
Required Travel:	Minimal
Salary:	TBD

The City of Guyton, Georgia is seeking a seasoned and visionary leader for their new Director of Public Safety to oversee the operation of the Police and Fire departments, serving as the Chief and Public Safety Director as well as the Code Enforcement Officer.

The Director of Public Safety will administer direction, plan and oversee the operation of our Police and Fire departments. As the highest-level management position within the Police and Fire department, the Director is ultimately responsible for the management, operation and presentation of the City of Guyton Police and Fire departments and its employees in conjunction with the City Manager, the Mayor and the City Council.

Duties involve but are not limited to supervising departmental activities, formulating and enforcing departmental rules of conduct, developing policies, coordinating activities with outside agencies, preparing and justifying operational budgets, making recommendations for hiring, promotions, commendations and discipline, setting individual and department goals and objectives and representing the City of Guyton and the department to the general public, governmental agencies, news media, etc.

The successful candidate will be a proactive and solution-oriented individual who can demonstrate a history of creative problem solving and forecasting for the future. The successful candidate also must possess:

- demonstrated competencies in effective leadership and building strong relationships within the community and the departments, and the ability to inspire confidence as a representative of the Police and Fire departments as well as the City;
- strong interpersonal and communication skills;

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- a demonstrated capacity to be visible within the departments and in the community;
- a passionate commitment to community policing and problem-solving policing, and using current strategies, systems and technologies to optimize the delivery of police services to the community;
- exceptional organizational and management skills;
- a track record of successfully implementing and maintaining professional standards that result in departmental efficiency, integrity and public confidence.

The Director will make presentations and recommendations to the City Manager and Mayor and Council regarding public safety matters. The selected candidate will report to the City Manager.

The City of Guyton offers competitive salary based on qualifications as well as an excellent benefit package to employees.

Qualified candidates should apply by Friday, May 3, 2019 with cover letter, resume and a list of five (5) professional references along with a completed City of Guyton Employment Application available on our website. The City of Guyton does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in any of its employment practices, programs, services or activities. To be considered for the position, submit your documentation to:

City of Guyton
Attn: Alison Bruton, City Clerk
PO Box 99
Guyton GA 31312
Alison.bruton@cityofguyton.com

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