



**Director/Albuquerque Community  
Safety UN**

Class Code:  
U00512

Bargaining Unit: No Union

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE

Established Date: December 17, 2020

Revision Date: December 17, 2020

**SALARY RANGE**

\$0.00 Hourly

\$0.00 Biweekly

\$0.00 Monthly

\$110,000 to 130,000 Annually

**FLSA:**

Exempt

**POSITION SUMMARY:**

**Plan, Direct, manage, oversee and supervise a wide range of programs and activities within the Albuquerque Community Safety Department. The Department responds to non-life-threatening scenarios as unarmed first responder teams trained in behavioral health and social welfare issues. Responsibilities include Administrative Services, Policy and Training, Mental and Behavioral Health Response and Community Response. Oversee the preparation of department budget, grant applications and the formulation of policies in accordance with Federal and/or State regulations and the coordination of assigned activities with other divisions, departments and outside agencies. Provide highly responsible and complex administrative support to the Administration.**

**This is an unclassified at-will position**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within*

*the job.*

**SUPERVISION RECEIVED AND EXERCISED:**

1. Receive general administrative direction from the Chief Administrative Officer
2. Exercise direct supervision of professional and clerical staff

**ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:**

**ESSENTIAL FUNCTIONS:** (Essential functions may include, but are not limited to the functions listed below)

1. Assume full management responsibility for ACS Department. Including Administrative, Policy and Training Divisions as well as Mental and Behavioral Health Response and Community Response Divisions.
2. Manage operations, financial matters and personnel
3. Manage the development and implementation of division goals, objectives, policies and priorities for each program administered by the division.
4. Establish, within departmental policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Oversee the development and administration of the annual budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
6. Explain, justify and defend division programs, policies and activities; negotiate and resolve sensitive and controversial issues.
7. Represent ACS to other divisions, departments, elected officials and outside agencies; coordinate assigned activities with other divisions, departments and outside agencies and organizations.
8. Establish and maintain community/business partnerships to advance and coordinate the services offered to community.
9. Ability to work across diverse communities and build strong partnerships, with experience in community organizing and working across public and private sectors.
10. Participate on a variety of boards, commissions and committees; prepare and present reports and other necessary correspondence.

**SUPPLEMENTAL FUNCTIONS:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned areas.
2. Respond to and resolve difficult and sensitive resident inquiries and complaints.
3. Perform other related duties and responsibilities as assigned.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

***Related education and experience may be interchangeable on a year for year basis.***

Master's degree or equivalent experience in public health, social work, human services, public administration, or a related field required.

Minimum of 7 years of experience in public health, social work, emergency response, mental health or similar fields required.

Experience working in or closely with an emergency response department strongly preferred.

**ADDITIONAL REQUIREMENTS:**

Possession of a Driver's License or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within 6 months from date of hire.

**PREFERRED KNOWLEDGE:**

- Program development that includes operational and strategic planning, leadership, management, supervision, business communications, public administration and program evaluation.
- Critical thinking and problem-solving skills
- Ability to collaborate with communities that are traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State and local laws, codes and regulations
- Experience or knowledge of the first-responder and public safety system

**PREFERRED SKILLS AND ABILITY:**

- Plan, organize, direct and coordinate the work of lower level staff
- Select, supervise, train and evaluate staff
- Oversee the preparation of grant applications
- Facilitate the implementation of funding
- Analyze and assess programs, policies and operational needs and make appropriate adjustments
- Identify and respond to sensitive community and organizational issues, concerns and needs
- Develop and administer division goals, objectives and procedures
- Prepare clear and concise administrative and financial reports
- Prepare and administer large and complex budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new services delivery methods and techniques
- Interpret and apply Federal, State and local policies, laws and regulations

- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

**WORKING CONDITIONS:**

**Environmental:**

Office environment; exposure to computer screens.

**Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for light lifting, sitting or standing for prolonged periods of time.