

## **Town of Guttenberg**

### **Deputy Director of Public Safety**

The Town of Guttenberg is seeking an individual for the position of Deputy Director of Public Safety.

Under the supervision of the Director of Public Safety and the direction and supervision of the Police Committee of the Town of Guttenberg, the individual selected for this position shall assist the Director of Public Safety in the planning, administration and conduct of Public Safety activities to insure the safety of all of the residents of Guttenberg, to include, but not be limited to:

- a. Exercising full control over the Police Department seeing, among other things, to the proper enforcement of any rules and/or regulations adopted by the Mayor and Board of Council, which shall be deemed the appropriate authority under law.
- b. Reporting, from time to time, to the Mayor and Board of Council such matters related to the Police department as may require their attention.
- c. Interviewing candidates for appointment to and/or promotion in the Police Department and making recommendations for such appointment and/or promotion to the Mayor and Board of Council, which shall determine and make all appointments and promotions.
- d. Bringing charges, when appropriate, against any member of the Police Department and, pending a hearing on those charges before an appropriate authority, suspend the charged member, with or without pay, if the Director deems such a suspension necessary to the good order and discipline of the Police Department.
- e. Developing programs of continuing education for the members of the Police Department to insure the highest level of training for the members of the Department.
- f. Establishing and maintaining communications with schools and public and private associations to help such schools and associations understand and cooperate in the public safety effort of the community.
- g. Establishing performance criteria for the members of the Police Department and periodically evaluating the members under the established criteria.
- h. Working with the Chief Financial Officer of the Town of Guttenberg to establish the annual operating budget for the Police Department
- i. Reviewing land use applications, when requested to do so by the Guttenberg Planning/Zoning Board, to ascertain the potential impact of any proposed land use project on the safety of Town of Guttenberg residents and/or property.
- j. Performing such other duties as may be reasonably requested by the Mayor and Board of Council

The individual selected for this position shall possess the ability and demonstrate the initiative to improve on Public Safety programming for residents of the Town of Guttenberg.

The individual selected for this position will be expected to work approximately 20 hours per week.

Individuals interested in being considered for this position should submit an application and summary of their qualifications to the Guttenberg Town Clerk, Albert Cabrera at 6808 Park Avenue, Guttenberg, New Jersey no later than April 18, 2014 at 4:00 P.M.

Salary for this position shall be commensurate with experience.