

# Director / Chief of Public Safety



## THE POSITION

Under the supervision of the Senior Vice President/Chief Operating Officer, the **Director - Chief of Public Safety** has operational responsibility for directing all police, fire, and emergency medical response requirements of the Public Safety Department in accordance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory requirements. The Chief of Public Safety also assumes the supervision of the Operations Department in the absence of the Director of Operations.

### Responsibilities include:

- Effectively serves as Chief of Police and Fire Chief on behalf of the Airport Authority.
- Directs and manages the Public Safety Department (*Police, Fire/Rescue, And Emergency Medical*) functions on Airport Authority property.
- Establishes Department goals, job assignments, work schedules, and responsibilities of the Public Safety Officers.
- As Chief of the Public Safety Department, supervises the activities and training of Public Safety Officers.
- Serves as primary TSA Airport Security Coordinator, as required. Coordinates and maintains the Airport Security Plan in cooperation and in compliance with the TSA.
- Establishes procedures and enforces compliance with Airport Rules and Regulations and Department Policies and Procedures. Ensures compliance with federal regulations related to airport operations; airport law enforcement; fire/rescue; and airport security (FAR Part 139 & FAR 1542).
- Coordinates emergency response support of regional Mutual Aid agencies and other public safety organizations. Serves as incident commander, directing the response to airport emergencies in cooperation with the Airport Emergency Planning Manager.
- Manages department budget, controls expenditures, and makes recommendations for future department operational and capital budget requests.
- Performs all of the essential functions listed in the Public Safety Officer Job description.

## THE IDEAL CANDIDATE

### Education and Knowledge:

- Bachelor's Degree or equivalent combination of education, training, and experience in police administration, criminal justice, fire science, airport management, or related area.

- Certification as a Law Enforcement Officer in the state of Michigan (MCOLES) required. If certified in another state, MI certification required within first 6 months. Cardiopulmonary Resuscitation certification; and Medical First Responder certification required.
- Michigan Certification as Firefighter I and II required, or obtained within the first year.
- Certification as an Accredited Airport Executive (AAE) preferred.

**Work Experience:**

- Minimum of five (5) years supervisory experience in an airport public safety operation or other law enforcement agency and/or fire department.
- Working knowledge in assuring compliance with federal regulations related to airport police/fire, emergency medical, and airport operations preferred.

**Skills:**

- A demonstrated ability to develop positive working relationships with employees, the general public, and other public safety agencies.
- Ability to identify, assess, and solve situations accurately and make recommendations based on sound, prudent judgment.
- Possess a high degree of interpersonal skills, including verbal and written communications.
- Ability to earn confidence of employees; impart integrity, loyalty, confidentiality, professionalism, and follow-through.
- Ability to communicate effectively, both verbally and in writing, and to prepare written reports and record information using computer systems (MS Word, Excel, PowerPoint, Outlook).
- Ability to gather and analyze data from a variety of sources and make decisions accordingly.
- Demonstrated ability to read, interpret, implement and enforce complex laws, regulations, and procedures.
- Ability and willingness to effectively deal with diverse personalities and employee issues, including disciplinary actions.
- Ability to instruct, direct, and evaluate employees.

**Other:**

- Ability to travel throughout Michigan to attend meetings.
- Must be a United States citizen.
- Must be available to respond to airport situations 24 hours per day, 7 days per week as necessary. Work schedule may vary depending on department requirements.
- Ability to pass 10 year criminal history background check, and maintain eligibility for an unrestricted security access badge in accordance with the Airport Security Plan.
- Must possess and maintain a valid Michigan Driver's License.

**COMPENSATION & BENEFITS**

Salary Range: \$59,513 - \$87,859. Comprehensive benefits package

**HOW TO APPLY**

Please submit in either a Word document or PDF format a **cover letter** and **resume** to **Robert F. Selig, AAE, President-CEO**, Capital Region Airport Authority, at [info@craa.com](mailto:info@craa.com).

*Only complete electronic submissions will be considered.*

**Filing Deadline: Friday, May 10th at 12 Noon.**