



THE CITY OF WESTLAKE VILLAGE INVITES APPLICATIONS FOR
PUBLIC SAFETY OFFICER - PART TIME





A UNIQUE OPPORTUNITY

Known for its spectacular location and natural beauty, neighborhood atmosphere, services available to residents, open space, and adjacency to destinations throughout Southern California, the City of Westlake Village (approximately 8,200 population) is one of the most desirable communities to live, work, and recreate in, in California. As a City that is also known for professional and exemplary management, collaborative team work, and a family oriented atmosphere that values a work/life balance in support of fostering productivity and innovation, the City is seeking an experienced, knowledgeable, forwardthinking and customer service focused individual to serve as Public Safety Officer in the City Manager's Office.

THE COMMUNITY

As the "City in the country," Westlake Village has a special smalltown charm. Characteristic phrases that define and distinguish Westlake Village include: great place to raise a family; wonderful balance between the residential, commercial, and business sectors; incredibly beautiful physical amenities such as wide boulevards, richly landscaped parkways and medians; topnotch schools; quality living; neighborliness; safe, quiet neighborhoods; and a strong sense of community pride, civic responsibility, and identity. As such, residents and businesses alike enjoy and appreciate, and the City staff team take pride in providing, an extraordinarily high level of customer service, quality city services, and city responsiveness.

PUBLIC SAFETY OFFICER

The City of Westlake Village is seeking a knowledgeable, dedicated, and enthusiastic Public Safety Officer with excellent interpersonal skills capable of performing a wide variety of duties involving the City's public safety program. The position is very unique and will provide opportunities to experience all aspects of public safety ranging from liaison support to the Los Angeles County Sheriff's Department, Los Angeles County Fire Department, emergency preparedness, Emergency Operations Center planning and organization, community outreach and education, Volunteers on Patrol, and Community Emergency Response Team. A motivated and organized individual who enjoys being nimble and adaptive to the needs of the organization will thrive in this unique position.



DUTIES AND RESPONSIBILITIES

Under the general direction of the City Manager or Assistant City Manager, the Public Safety Officer performs a variety of duties involving the City's public safety program. Responsibilities include liaison support to the Los Angeles County Sheriff's Department (LASD) and the Los Angeles County Fire Department (LAFD), emergency and Emergency Operations Center (EOC) preparedness, community outreach and education, Volunteers on Patrol (VOP), Community Emergency Response Team (CERT), staff training, park patrol, and responding to resident complaints.

Examples of duties include:

- Serve as a liaison to the LASD's Lost Hills Station and the LAFD.
- Oversee, organize, and coordinate training for the City's CERT and VOP Teams.
- Lead community outreach and education; coordinate social media campaigns with Community Services staff; may conduct emergency preparedness fairs and/or staff an emergency preparedness booth during City events.
- Manage emergency preparedness and response training for City staff and the CERT.
- Conduct regular drills and instill a prepared mindset amongst City staff.
- Ensure the City's EOC is in a constant state of readiness; monitor supplies and functionality of equipment; maintain incident specific plans, procedures, and call-out lists; maintain emergency mass notification system.
- Maintain emergency plan and EOC in compliance with State and Federal requirements; proactively coordinate with other local and state governmental agencies.
- Advise City leadership during critical disasters and events; may run the EOC during such events.
- Develop, coordinate, and manage a safety program for City recreational events.
- Receive, investigate, document, and respond to resident complaints.
- Regularly conduct park patrol and homeless outreach, as needed.
- Follow up on reports from the City's security company.
- Prepare reports, make public presentations, and present oral reports on public safety information and activities as needed.
- Perform related duties and responsibilities as required.

DESIRABLE QUALIFICATIONS

At a minimum, the qualified applicant should possess:

Knowledge of: Applicable Federal, State, and local laws, codes and regulations, including Standardized Emergency Management Systems (SEMS), Incident Command System (ICS), work productively with other governmental agencies and community organizations; de-escalate high tension situations; provide effective collaborative leadership and accurate guidance during an emergency; work effectively as a member of a team; exhibit initiative and resourcefulness in handling complex technical and managerial problems; and understand and implement City policies.

LICENSES AND CERTIFICATIONS

Possession of a valid California driver's license and a satisfactory driving record at the time of application and throughout employment.

Current CPR and first aid certification.

Emergency Management Specialist certification from the State Office of Emergency Services is a plus.

MINIMUM REQUIREMENTS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: A bachelor's degree from an accredited university or college in public administration, public policy, emergency management, homeland security, or a related field.

Experience: Five to seven (5-7) years of experience in public safety, emergency management, or related program administration in a municipal setting, including two (2) years in a supervisory role.

COMPENSATION AND BENEFITS

The salary range for this FLSA nonexempt position is \$45.89 to \$55.64 per hour with work expectations of approximately 20 hours per week.

The FLSA classification for this position is non-exempt in accordance with the Fair Labor Standards Act and City of Westlake Village Personnel Rules Resolution.

This is a part-time position that is not eligible for benefits (except as required by law). It is expressly excluded from the City's Personnel Policies, except for those sections that apply to all employees. Employment pursuant to this appointment has no specific term.

SELECTION PROCESS

Applications will be reviewed for relevant experience, education, and training. The top finalists will be invited to participate in an oral process. A background check will be conducted, and a preemployment physical will be required. This appointment will be made by the City Manager.

HOW TO APPLY

To be considered for this exceptional career opportunity, please apply online by visiting the Employment Opportunities section of the City's website at: www.WLV.org.

Deadline to apply is Friday, October 25, 2024 at 5:00 p.m.

Interviews are anticipated on November 12, 2024.

Questions regarding this position can be directed to Caleb Mott, Assistant to the City Manager, (818) 706-1613, or by email at Caleb@wlv.org

RESERVATION OF RIGHTS

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For more information about the City of Westlake Village, please visit the City's website at www.wlv.org.