Malibu City Council
Administration and Finance Subcommittee
Special Meeting Agenda

Thursday, April 9, 2026

10:00 A.M.

City Hall – Multi-Purpose Room
23825 Stuart Ranch Road

Mayor Bruce Silverstein
Councilmember Doug Stewart

Call to Order

Roll Call

Report on Posting of the Agenda – Monday, April 6, 2026

Approval of Agenda

Public Comment *This is the time for the public to comment on any items not appearing on this agenda. Each public speaker shall be allowed up to three (3) minutes for comments. The Subcommittee may not discuss or act on any matter not specifically identified on this agenda, pursuant to the Ralph M. Brown Act.*

Discussion Items

1. **Presentations/Staff Updates**

   None.

2. **Old Business**

   None.

3. **New Business**

   A. Revised Job Specification for the Public Safety Director

   Recommended Action: Provide a recommendation to the City Council to approve the revisions to the job specification for the Public Safety Director.

   Staff Contact: Joseph Irvin, City Manager, Ext. 226

Adjournment

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Special meeting agendas may be amended up to 24 hours in advance of the meeting. Dated this 6th day of April 2026, at 11:15 a.m.

Alyssa Gonzalez

Alyssa Gonzalez, Executive Assistant

Administration and Finance Subcommittee Agenda Report

Administration & Finance Subcommittee Meeting 04-09-26

Item 3A

To: Mayor Silverstein and Councilmember Stewart

Prepared by: Susan Dueñas, Public Safety Director

Reviewed by: Christopher Smith, Assistant City Manager

Approved by: Joseph Irvin, City Manager

Date prepared: April 2, 2026 Meeting date: April 9, 2026

Subject: Revised Job Specification for the Public Safety Director

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RECOMMENDED ACTION: Provide a recommendation to the City Council to approve the revisions to the job specification for the Public Safety Director.

FISCAL IMPACT: There is no fiscal impact from this action. The Public Safety Director position is included in the Adopted Budget for Fiscal Year 2025–2026. If approved, the revised job specification will be utilized for recruitment efforts in anticipation of the upcoming retirement of the current Public Safety Director.

DISCUSSION: The Public Safety Department is requesting approval of revisions to the Public Safety Director job specification to reflect the recent organizational restructuring of the Department. As part of this restructuring, the Code Enforcement Division has been realigned under the Public Safety Department, resulting in expanded operational responsibilities and an increased span of control for the Public Safety Director position.

These changes do not alter the fundamental purpose of the position but clarify and formalize the additional duties and leadership expectations associated with the Department's reorganization. Approval of the revised job specification will support organizational efficiency, accountability, and effective service delivery.

If the Administration and Finance Subcommittee recommend approval of the revised job description, the item will be presented to the City Council for review.

ATTACHMENT:

1. Public Safety Director Job Description

CITY OF MALIBU

PUBLIC SAFETY DIRECTOR
Class Description
Established: July 2022
Revised: April 2026

FLSA: Exempt

DEFINITION

Under administrative direction, plans, directs, manages and oversees the activities and operations of the Public Safety department including the City's preparedness and response to natural disasters and national security emergencies, wildfire risk reduction and code enforcement, managing contract services for law enforcement, homeless services, parking enforcement and animal control; fosters cooperative working relationships with intergovernmental and regulatory agencies, public and private groups, and public safety and social service agencies; provides highly responsible and complex professional assistance to City management staff and City Council in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Safety Department including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the City Manager and/or Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Public Safety Department programs, services, and activities including emergency management, fire risk reduction, homelessness, parking enforcement, and code enforcement.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Public Safety Department.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Manages and participates in the development and administration of the Department's operating budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements budgetary

adjustments as necessary; administers and submits all City-related disaster claims for relief and reimbursement to applicable agencies.

- Plans, directs, and coordinates the Public Safety Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Administer contract services pertaining to public safety, including law enforcement, animal care and control, parking enforcement and homeless services, ensure that services provided are in accordance with contract requirements, budgets, and related laws, ordinances, and regulations.
- Coordinates and manages the City's emergency management functions including analyzing critical issues; identifying potential hazard to health and safety; training and advising staff in roles related to emergency operations; and ensuring the City's disaster preparedness plan is maintained in accordance with State law.
- Oversees the City's emergency alert/notification system, including posting notifications on the City's social media outlets, website, and other communication platforms.
- Oversees the City's public safety volunteer programs.
- Responds to the most complex and sensitive inquiries and complaints regarding public safety issues and concerns; directs staff and coordinates with other City departments and outside agencies to address public safety issues.
- Provides professional staff support to the Public Safety Commission, other committees, and task forces, as necessary.
- Coordinates with the City's Media Information Office for proper dissemination of public safety information
- Collaborate with agency partners to develop innovative solutions and initiatives in public safety and emergency management administration.
- Ensures that the City's Emergency Operations Center (EOC) is in a constant state of readiness and that all EOC systems are operational and up to date. Maintains ability to activate EOC at all levels of incidents and planned events.
- Ensures that the City's EOC Incident Management Team maintains a consistent training program and is in a constant state of readiness to respond.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to department programs, policies, and procedures as appropriate.
- Monitor and analyze current and proposed legislation, regulations, policy, and programs that impact public safety programming or grant opportunities; develop position reports and letters for the City Manager and City Council as needed; and assists in the development of new, or updates to, municipal codes and fines for the purpose of addressing public safety issues.
- Represents the Public Safety Department to other City departments, police and fire agencies, elected officials, and other agencies and organizations; coordinates department activities with those of other departments and outside agencies and organizations.
- Directs and participates in the preparation, review, and presentation of reports; provides recommendations to the City Manager, City Council, various boards as required; manages special projects as assigned by the City Manager.
- Receives, investigates, and responds to the most difficult and sensitive complaints, inquiries, and requests for services and takes necessary action to resolve.
- Maintains and directs the maintenance of working and official departmental files.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
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:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, criminal justice, emergency management, public safety, or related field.

Experience:
Eight (8) years of increasingly responsible public safety, emergency management, enforcement operations, and/or fire services professional work experience, including three (3) years of administrative and management experience. Emergency Operations Center or Incident Command experience.

License/Certifications:
- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Completion of Standardized Emergency Management System training, FEMA ICS 100 & 200 and IS 700 & 800 courses required by the Department of Homeland Security within a specified amount of time.

Knowledge of:
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Public Safety Department.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- General principles of risk management related to the functions of the assigned area.
- Public safety principles and practices, including law enforcement, fire services, code enforcement, disaster planning and emergency management response.
- Standardized Emergency Management System, the National Incident Management System, Incident Command System and State and County emergency preparedness requirements.
- Operational practices and procedures of first responder agencies and special teams.
- Principles of contract procurement and administration.
- Principles and practices of budget development and administration.
- Technical, legal, financial, and public relations problems associated with the management of Public Safety programs.
- Grant application and administration.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Safety Department.
- Plan, organize, administer, coordinate, review, and evaluate a comprehensive public safety and emergency preparedness and response program.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Conduct effective negotiations with governmental agencies, contractors, vendors, and various business, professional, regulatory, and legislative organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Make accurate arithmetic, financial and statistical computations.
- Direct the maintenance of and maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, public safety organizations, community groups, and various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Work effectively with City volunteers and outside volunteer organizations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate

standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend,; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

In accordance with California Government Code Section 3100, City of Malibu employees are considered disaster service workers and may be asked to respond in the event of an emergency or natural disaster.