



## **Public Safety Assistant Director (1146)**

**FLSA Status:** Exempt

**Pay Grade:** 27

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to assist the Director, Public Safety in providing emergency services to the citizens of Bulloch County. Incumbents in this classification also provide general direction over activities in all Public Safety divisions.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Oversees and evaluates the daily activities of all departments within the Division of Public Safety: reviews and evaluates the impact, planning, and preparedness of all departments as it relates to daily operations, environmental conditions, and significant weather forecasts.

Assists the Director, Public Safety with on-scene direction and control of emergency situations: provides on-scene assessments and evaluations of emergency events; determines incident scope and impact; and determines what resources and personnel will be required to respond to incident.

Assists with all post-disaster documentation of resources expended by the County for potential reimbursement from state and federal agencies: gathers required documentation and data related to personnel cost, equipment utilization, and other resources utilized in emergency response; and submits claims and/or grants for expense reimbursement.

Assists the Director, Public Safety with required plan updates and new plan development, including Georgia Emergency Management Agency (GEMA), Federal Emergency Management Agency (FEMA), Environmental Protection Agency (EPA) and Hazardous Materials (HAZMAT): reviews existing Emergency Plans to ensure continued relevance and operational effectiveness; gathers and maintains data on all department's operational effectiveness and emergency preparedness.

Maintains and operates emergency power generating resources for the Emergency Operations Center and two remote communication sites: inspects and assesses emergency generators for general operating conditions, preventative maintenance, service intervals, fuel quantity, fuel and tank cleaning and polishing, and operational readiness; reviews and edits service contracts based on age of equipment; and reviews and approves service invoices.

Assists all department directors as requested: works with all Public Safety/EMA Department heads as needed: provides evaluations on budget, preparations, personnel issues, policy, and equipment needs.

Completes special projects: manages and coordinates projects as assigned.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor Degree in Public Administration, Emergency Management or a related field required; supplemented by seven years of progressively responsible experience in emergency medical services, firefighting, emergency communications, emergency management, or related field, to include lead or supervisory experience; or any equivalent combining of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain the following certification: Certified Emergency Manager.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions. Response to emergency events may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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