



## **Public Safety Director (1145)**

**FLSA Status:** Exempt

**Pay Grade:** 30

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to plan, direct, and oversee operations and staff of the Public Safety Division, including Fire Service and Rescue, Emergency 911 Communications, Emergency Medical Services, Animal Control, and Animal Shelter. The Public Safety Director reports to the County Manager and serves as Emergency Management Director for the County.

### **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.

Plans, directs and oversees all Public Safety services: assumes full management responsibility for Emergency Medical Service, Emergency 911 Communications system, County fire services, Animal Control, Animal Shelter, and Emergency Management Agency; oversees, monitors, and participates in phone calls, meetings, conference calls, emails, spontaneous visits, and inspections.

Develops department budget: determines allocations for staffing, operations, equipment, and capital outlays; meets with Public Safety department heads to coordinate budget preparation and submission; monitors expenditures to ensure compliance with approved budget; and reviews and approves all financial documentation.

Develops plans to improve department operations: develops short- and long-range goals; evaluates pending legislation, statutes, and regulations to evaluate impact on public safety services and operations; responds to changing technology in the delivery of public safety services; performs research and meets with Public Safety department heads; performs other projects as required or requested by the County Manager.

Responds to emergency events and disasters: provides 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.

Responds to and resolves difficult and sensitive citizen inquiries and complaints: conducts investigations and gathers information pertinent to the complaint or issue; and ensures the issue is resolved in the best interest of the public and employees.

Assists with documentation and records required by the State: reviews and updates disaster plans and all other required documentation and records; provides input related to disaster declarations; serves as point of contact for state and federal agencies for disasters and emergencies; meets with state officials; and hires consultants as needed.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor degree in Criminal Justice, Public Administration, Emergency Management, or a related field required; supplemented by ten years of progressively responsible management experience in multiple public safety areas, to include lead or supervisory experience; or any equivalent combination 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 Certified Emergency Manager certifications.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**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 perform 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.*

Created July 2019