

Campbell County Job Description

Job Title: Director of Public Safety
Department: Public Safety
Reports To: County Administrator
Grade: 26
FLSA Status: Exempt-Executive
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Prepared Date: February 12, 2003
Revision Date: February 7, 2007 ssw
Approved By: *R. David Laurrell*
Approved Date: February 14, 2007

SUMMARY

Under indirect supervision of the County Administrator, performs a wide variety of administrative and professional duties and responsibilities involving knowledge of policies and procedures and their application to new and unusual situations. Problems encountered are general to complex in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develops, directs, and implements a comprehensive Public Safety program for the County as well as acting as an incident commander and emergency operations group chief as needed;

Serves as the Emergency Program manager and Coordinator of Emergency Services;

This position serves and acts in the capacity as the Assistant County Fire Marshall;

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;

Responsibilities include interviewing, recommending hiring and firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;

Develops and directs an overall set of goals and objectives for a total Public Safety program including fire, EMS/rescue, emergency management, Animal Control., and related communications;

Serves as lead staff member of the Local Emergency Planning Committee;

Makes recommendations and develops policies and procedures for the administration of the overall Public Safety program and upon adoption by the local governing body, implements approved policies and procedures;

Prepares and manages the operational and capital outlay budgets for the Public Safety program; Assists with the development and implementation of a comprehensive plan for recruiting and retaining volunteer personnel;

Ensures the maintenance and update of the County Emergency Operations Plan;

Coordinates and makes appropriate recommendations concerning hazardous materials planning within the County;

Provides a clearinghouse to coordinate Public Safety activities in the County including the provision of training and development of standards for the purchase of Public Safety supplies and equipment; Ensures the preparation and maintenance of appropriate reports and records as required by County, State, and Federal authorities;

Assists with the preparation and administration of grants for safety operations;
Coordinates activities with the Humane Society to help insure a viable and effective
Animal Control program;

SUPERVISION EXERCISED

Supervises directly or indirectly eleven (11) or more employees doing diversified or complex work. Directs a department.

EDUCATION

Requires a baccalaureate degree
Additional education and/or training may be substituted where applicable.

EXPERIENCE

Five (5) years prior related experience;
Three (3) years supervisory experience

INTERPERSONAL CONTACTS

Interpersonal contacts both within and outside the organization which require considerable tact and persuasion to obtain consent or approval.

RESPONSIBILITY & ACCOUNTABILITY

This position has frequent exposure to risk situations the impact of which has a moderate effect on the operation of the organization.

WORK ENVIRONMENT

The work is performed primarily indoors but some exposure to outdoors required.

PHYSICAL DEMANDS

The work involves some physical strain. The employee must occasionally lift and/or move up to 25 pounds.

OTHER SKILLS/ABILITIES

A comprehensive knowledge of all aspects of Public Safety operations;
Advanced managerial and public relations skills;
Ability to maintain accurate records and develop well articulated reports;
Financial and budget preparation experience;
Ability to interact with, motivate, and coordinate volunteer personnel;
Maintain an effective working relationship with Public Safety personnel as well as law enforcement, other County department heads, and community leaders;
Extensive experience in fire, EMS/rescue operations and incident command;
Considerable experience in management including report and grant writing;
Knowledge of radio systems in relation to emergency services and Enhanced 911 operations preferred;
Familiarity with NFPA and OSHA codes and guidelines in reference to public safety operations and personnel;
Education and experience with FEMA regulations and programs preferred;
Working experience with general municipal bid and procurement procedures is highly desired;
Applicant must be in excellent physical health and be subject to and successfully complete a required physical examination.
Thorough understanding and ability to utilize the County's adopted software platform.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess Firefighter II and Hazmat Operations certification;

Possession of a valid Virginia Operator's License.

Must possess Emergency Vehicle Operator's Course certification.

FEMA Professional Development Series certification within 1 year of employment and FEMA Advanced Professional Series certification within 2 years of employment.

Virginia Professional Emergency Manager certification within three years of employment.

QUALIFICATIONS DESIRABLE

Master's degree in Public Administration, Management, Fire Science, EMS, Business Administration, or related advanced education in the fire, rescue or law enforcement field.

Successful completion of State Fire Marshals Academy Investigator (NFPA 1033) Course within eighteen months of employment;

Certification as an Emergency Medical Technician within eighteen months of employment;