POSITION DESCRIPTION

Deputy Director of Public Safety

COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 02-03 the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

02-03 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

DEPUTY DIRECTOR OF PUBLIC SAFETY

General Description of Responsibilities:

Under the general direction of the Director of Public Safety, assists with oversight of the County Department of Public Safety and the organization, planning, direction, coordination and improvement of functions and activities of the County's fire, rescue and other emergency response organizations to ensure appropriate, adequate and timely response to various emergency situations within the context of a primarily private, volunteer-based system of fire and rescue units. Assists with the organization, management, operation and improvement of the County's E-911-based emergency communication system (telephony, radio, geographic and other information systems technologies) and other related communication systems in close coordination with the County Department of Information Systems and Washington County Sheriff's Office. Will assist the county's Director of Public Safety pursuant to the duties and responsibilities as set forth in § 44-146.19 of the Code of Virginia. Responsible for assigned operations of the department including day-to-day delivery of all services, planning and analysis of present and future needs, and management of departmental personnel, resources and facilities. Responsibilities include the supervision of assigned employees, assisting with developing and managing the approved departmental budget, and pro-actively responding to the needs of emergency response organizations, personnel, citizens and elected officials. Significant public contact is required and the position requires independent decision-making and action. Problems encountered range from routine to complex in nature.

In Providing Assistance to and in Collaboration with the Director of Public Safety, Examples of Work Include:

1. Plans, programs, directs, coordinates, monitors performance of and evaluates fire, rescue and emergency response organizations functions, operations and capabilities, including developing and maintaining an assessment and inventory of personnel, equipment, vehicle and facilities. Evaluates and alters as directed necessary service district boundaries for fire and rescue units in coordination with unit leadership.

2. Assists with oversight and operation of the County's E-911-based emergency communication system (telephony, radio, geographic and other information systems technologies) in close coordination with the County Department of Information Systems and Washington County Sheriff's Office.

3. Reviews and makes recommendations to the Director of Public Safety for requests for County funding from fire, rescue and other emergency response organizations for operational support, personnel expenses, and vehicle and equipment purchases. Identifies need for, develops and reviews/monitors various agreements, contracts, permits, etc. to ensure proper relationships between and performance criteria/expectations of fire, rescue and other emergency response organizations. As departmental resources permits, provides assistance to fire, rescue and other emergency response organizations in

financial management and insurance billings.

4. Assists with development of departmental strategic goals and work plans, and coordinates work plans with fire, rescue and other emergency response organizations, County Administrator and other County elected/appointed officials and employees as directed by the Director of Public Safety to meet departmental goals and objectives. Evaluates departmental progress toward strategic goals, revises and reviews work plans as necessary to meet departmental objectives. Assists with the development, updating, maintenance and distribution of various official plans and other resource documents, including the County Emergency Operations Plan. Assists with the development/maintenance of departmental webpage on County website. Coordinates meetings and work of Local Emergency Planning Committee and such other committees, boards and other bodies as may be involved or concerned with departmental affairs and operations as directed by the Director of Public Safety.

5. Identifies and facilitates needed training of volunteer personnel for rescue, firefighting, group sheltering, and other emergency response operations. Develops, facilitates, participates in and evaluates unit performance during various training seminars and exercises, including mock disaster exercises. Identifies and develops operational protocols for fire, rescue and other emergency response organizations to ensure efficient, effective, economic and safe responses and delivery of services.

6. Maintains regular communications with and acts as liaison between department, County Administrator, Board of Supervisors and the various County fire, rescue and other emergency response organizations as directed by the Director of Public Safety.

7. As directed by the Director of Public Safety and in coordination with the Washington County Sheriff's Office, develops, equips, and maintains a primary County Emergency Operation Center, (EOC) in a constant state of readiness from which to direct operations in time of County-wide emergency.

8. Prepares/submits various reports to state and federal authorities relative to County emergency services and response capabilities, and fulfills requirements as set out under law/regulation for emergency management. In the absence of the Director of Public Safety serves as the hazardous materials coordinator for the County. Provides periodic activity reports of all departmental and fire, rescue and other emergency response organization activities, issues, challenges, and successes as directed.

9. When designated, advises updates and serves as point of public, press and official contact for issues related to County public safety and emergency management. Coordinates with other involved agencies on all matters of mutual interest. Provides field-response as directed to emergency incidents to provide assistance on-scene with command coordination and resource management, allocation and logistics. Assists with coordinating activities of all emergency relief/assistance organizations during disasters and subsequent recovery operations in-County.

10. Assists with Identifying and preparing/submitting applications for grant and other funding sources related to County emergency services and departmental needs and

provide for proper grant administration and compliance. Assists with Identifying needs for both professional and non-professional consulting and other services necessary for proper departmental operations, undertakes proper procurement of same and oversees effective, economic and efficient provision of contracted services as assigned.

11. Performs necessary administrative duties required for the operation of the department, including managerial oversight of departmental personnel and departmental budget preparation and administration. Perform departmental employee performance evaluations and prepare employee training and development improvement plans as delegated. Formulates and implements departmental policies, procedures, rules, regulations and guidelines. Investigates complaints regarding activities of departmental personnel and follows up with appropriate parties to the complaint, including disciplinary actions in accordance with County and/or departmental policies per authorization of the Director of Public Safety.

12. Represents the Department of Public Safety and County of Washington in the absence of the Director of Public Safety at any given time as directed and deemed appropriate and necessary. Performs such other duties as may be assigned by the Director of Public Safety during declared local emergencies.

Employees Directly Supervised:

Various personnel as may be designated by the Director of Public Safety.

Qualifications:

Education and Experience:

Associate's Degree required; Bachelor's Degree preferred. Certification at minimum as Firefighter I, EMT-B, or equivalent, preferably by the Commonwealth of Virginia, within the last 5 years required. Shall obtain the Federal Emergency Management Agency (FEMA) Professional Development Series (PDS) Certificate within 3 years of employment:

Supplemental formal training and education in emergency management, government or business administration/management, and/or personnel management preferred. Must be able to obtain/maintain any required certifications or other designations as may be established for the position by the state or federal government. (Note: Failure to obtain/maintain required certifications/designations is grounds for termination of employment; 3-year time period to obtain initial PDS certification may be extended by Director of Public Safety with adequate progress; other required certifications/designations must be obtained/maintained within timeframes specified by state/federal agencies.)

Knowledge, Skills, and Abilities:

Experience in direct supervision of personnel required. Experience working with volunteers,

especially fire and emergency medical responders, and quasi- and non-governmental volunteer organizations strongly preferred. Strong familiarity of the National Incident Management System (NIMS) and the Incident Command System (ICS). Knowledge of the Superfund Reauthorization Act (SARA TITLE 111), and ability to participate in an active role providing coordination and leadership in the federally mandated Local Emergency Planning Committee (LEPC) Knowledge of emergency management and its structure, at the local, state and federal level, practices, and procedures, and working knowledge of county governmental operations and organizations strongly preferred. Ability to establish and maintain productive relationships with other employees, local, state, and federal representatives, and the general public. Ability to prepare and maintain complex records and prepare standardized reports. Ability to assist with grant research, applications, and reports. Ability to communicate effectively, especially in emergency situations. Must possess/maintain valid driver's license.

Position will be expected to fulfill responsibilities with no or limited clerical assistance; adequate wordprocessing skills using Word are required; general experience with Excel spreadsheet applications and Adobe PDF will be helpful. Position will interface with a variety of computer-based technology applications and will be expected to develop/maintain a fundamental understanding of such technologies and their application to departmental goals and objectives.

Position Description First Approved and Adopted:

Position Class:	Supervisor	**Status:**	Permanent/full-time
FLSA Status	Exempt	**Initial Starting Salary Range:** $36,500 - $40,000	