

## **PUBLIC SAFETY ASSISTANT COUNTY ADMINISTRATOR**

### **MAJOR FUNCTION**

This is a professional and administrative senior level management position directing the Public Safety Bureau and is of a visible nature dealing with public health and safety. Responsibilities include the administration and management of a large county-wide combination fire department and communications division.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are needed. Work is performed under the direction of the County Administrator and performance is reviewed through conferences, reports submitted, evaluation of departmental accomplishments and the efficiency and effectiveness of the results obtained.

- Consults with the County Administrator and participates in the formulation of policy decisions regarding public safety programs within the County.
- Directs the preparation of department budget in line with strategic and operating plans consistent with community fire protection/EMS needs and financial constraints. Opportunity to achieve the highest and largest dollar savings, impact, economies and prevent widespread losses through management and planning of programs or activities having organization-wide impact.
- Serves as liaison between the County and various municipal and other fire departments, including volunteer departments.
- Serves as the County Fire Chief.
- Directs the coordination and interfaces with emergency services agencies including local and state law enforcement, the medical community, and other fire/rescue services as required for emergency operations and routine matters.
- Communicates clearly to assist others and uses independent judgment to creatively solve complex problems.
- Directs and prepares detailed complex written reports, researches and compiles data, analyzes results, and prepares verbal and written recommendations on a variety of complex technical and scientific data.
- Develops and implements new methods and policies to improve division management and operations, creating a department with an innovative and productive workplace. Responsible for motivating positive behavior and maintaining a high level of staff morale.

## **PUBLIC SAFETY ASSISTANT COUNTY ADMINISTRATOR**

- Directs division heads in planning and coordination for smooth daily operation of planning/administrative services, support services, operations, and community services divisions.
- Responsible for the development of an annual work plan for all functions within the department that includes measurable quantities and identification of responsible individuals for these areas.
- Communicates clearly and professionally to assist and direct staff.
- Uses independent judgment and analysis to prepare and update policies and procedures for on-going staff development and safety.
- Responds to alarms and directs operations at large emergency scenes and critical incidents.

### **SECONDARY FUNCTIONS**

- Directs and develops apparatus and equipment specifications and remains abreast of developing technology in the field.
- Monitors both federal and state legislation regarding fire and EMS services, health and safety, employment practices and other areas which may impact operation of the Fire Department.
- Directs the development and directs teaching both technical and administrative/leadership courses to paid and volunteer personnel.
- Promotes department to the public through the use of printed and visual media, through public speaking, and articles published in various journals, magazines and newspapers.
- Attends various meetings to represent department and serves on committees and boards.
- Performs other tasks as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, media, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Direct supervision over a number of assigned department directors, managerial positions and

## **PUBLIC SAFETY ASSISTANT COUNTY ADMINISTRATOR**

indirect supervision over a relatively large number of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENCES, CERTIFICATIONS**

#### **Education and Experience**

Completion of a Bachelors degree in Fire Science, Business Administration, Public Administration or a related field, with a Masters degree highly preferred; or a degree in one of the disciplines represented by the various departments under his/her supervision; three years experience as a company officer in a combat position with at least three years experience as a chief officer in a management position; or an equivalent combination of training and experience in the public safety field. Completion of National Fire Association (NFA) Executive Fire Officer Program preferred.

#### **Licenses**

Must possess a valid state of Florida Drivers License. EVOC required before operating any County owned vehicles.

#### **Certifications**

Hold, or be certifiable as, a firefighter/EMT according to Florida State statutes.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and or boards.

#### **Mathematical Skills**

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations.

## PUBLIC SAFETY ASSISTANT COUNTY ADMINISTRATOR

- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with a variety of abstract and concrete variables.

### **Problem Solving Abilities**

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis or complex technical systems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables. Analyzes major organization-wide policies, budgets, procedures, systems or accounting methods on a continuous basis.

### **Specialized Skills and Abilities**

- Comprehensive knowledge of the organization and structure of municipal and volunteer fire services.
- Comprehensive knowledge of current developments, literature and state and federal laws regarding all aspects of fire safety.
- Ability to apply knowledge of modern firefighting equipment and methods to varied fire control and prevention problems found in rural, urban and mixed settings.
- Ability to plan, assign and coordinate activities performed by a large group of employees in varied fire suppression, fire prevention and EMS work.
- Directs the planning of long/short range plans and projections about 911 and radio technology and trends.
- Directs the planning and projections regarding 911 and radio budget issues.
- Direct the research of FCC regulations,
- Ability to remain calm in stressful situations.

**PUBLIC SAFETY ASSISTANT COUNTY ADMINISTRATOR**

- Ability to take a team approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand and to lift up to 50 pounds, walk, reach with hands and arms; will regularly be required to sit; and will frequently be required to talk or hear. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives, risk of radiation and vibration. The noise level will be moderate. Work requires being available and on-call 24 hours per day; must be able to respond within 30 minutes from residence to headquarters.

Established: 04/2009	Category: 1
Pay Grade: 34	Status: E
Job Description Number: 1006	Revised: