

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Safety
Unclassified, GRADE 18
FLSA exempt position

DIRECTOR OF PUBLIC SAFETY
(Chief)

GENERAL STATEMENT OF DUTIES: Performs executive level responsibilities in the administration and operation of the Department of Public Safety, which includes a Division of Emergency Communications, a Division of Emergency Management, and a Division of Emergency Medical Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the overall administration of a highly technical advanced life support service, emergency dispatching and communication, and emergency management/homeland security programs in accordance with Federal, State and local laws and regulations. Requires coordination with the fire service, ambulance service and other agencies critical to operation of programs. Represents the County on matters relating to emergency services/responder under the general policy direction of the County Administrator.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative only)

Provide professional emergency services advice to the County government;
Direct critical incident responses and planning/preparation for natural and manmade disasters;
Develop general orders, standard operating procedures, and departmental policies;
Implement standard response procedures, disaster planning, and incident command systems;
Communicate official plans, policies and procedures to staff and the general public;
Prepare annual budget and approve expenditures in compliance with approved budget;
Review and make final Department decision on personnel matters;
Provide technical and administrative support to assigned committees;
Oversee preparation of specifications for equipment and vehicles, and authorizes purchases;
Monitor the administration of departmental training programs;

Provide leadership in highly complex and unusual emergencies requiring extensive coordination of resources (includes mass/multiple casualty events as a result of fires, natural disasters, building collapses, entrapments, etc.);

Liaison between the Department of Public Safety and elected officials.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the modern principles, methods, and procedures of highly technical emergency services/responder activities; knowledge of related Federal and State laws, ordinances, and codes; thorough knowledge of departmental rules and regulations; ability to plan, direct, and review the work of subordinates; ability to command under emergency conditions; ability to establish and maintain effective working relationships with subordinates, other agencies, and the public; command of the English language and ability to communicate effectively, both orally and in writing; good professional judgment; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelors degree from an accredited four-year college or university in nursing, business, public administration, emergency services/homeland security, or related field and seven to ten years related experience, three of which must be in a supervisory capacity preferably with a local government; working knowledge of automated systems as they relate to the Department's functions; or any equivalent combination of experience and training determined by Levy Court.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Field response during actual emergencies and activations. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

Est. 07/01/00

Rev. 07/01/13

Rev. 07/01/15

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