

**Title: Director of Public Safety (Chief)**  
**Department: Public Safety**  
**Division/Office: N/A**



Grade 2133; FLSA Exempt position; Category: Classified; Job Code: DPUS; Rev.:07/01/2021

### **General Description**

The purpose of this position is to provide direction and promote the Divisions of Emergency Medical Services, Emergency Management and Emergency Communications (911). Maintain continuous operational fluidity with partner agencies including police, fire, ambulance, hospital, public health, homeland security, military, Red Cross, etc. Work with federal, state, and local governments and management of Department's budget and grant solicitations. Respond to mass gathering events and mass casualty emergencies.

This position develops and implements public safety programs within organizational policies, County Ordinances, and Delaware Code. The Director of Public Safety is hired by, reports to, and is evaluated by the County Administrator.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Provides professional emergency services advice to the County government.
- Directs critical incident responses and planning/preparation for natural and manmade disasters.
- Develops general orders, standard operating procedures, and departmental policies.
- Implements standard response procedures, disaster planning, and incident command systems; Communicates official plans, policies and procedures to staff and the general public.
- Prepares annual budget and approve expenditures in compliance with approved budget.
- Provides technical and administrative support to assigned committees.
- Directs the preparation of specifications for equipment and vehicles and authorizes purchases.
- Monitors the administration of departmental training programs.
- Provides 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.).
- Serves as liaison between the Department of Public Safety and elected officials.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires Bachelor's degree in public administration, emergency management or related major and a minimum of eight (8) years of supervisory experience in actual emergency medical services, emergency communications, emergency management or military emergency

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operations or any equivalent combination of education and experience.

**Additional Requirements:**

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.

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. Direct deposit of pay required.

**Americans with Disabilities Act 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, 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement

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