

**Title: Assistant Director of Public Safety**  
**Department: Public Safety**  
**Division/Office: Emergency Communications Division**



Grade 2126; FLSA Exempt position; Category: Classified; Job Code: ASPS; Rev.:07/01/2021

### **General Description**

The purpose of this position is to plan and supervise the operation of the emergency communications center and the installation and maintenance of all emergency communication and electronic equipment.

This position works independently, under limited supervision, reporting major activities through regular meetings.

### **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.
- Maintains records and prepares reports, as required.
- Develops operating procedures and administrative policies.
- Investigates problems and complaints about the dispatch system.
- Assists in the preparation of the annual budget for the department, including capital expenditures.
- Explains procedural changes and operating improvements to emergency service representatives; Maintain records and prepare reports, as required.
- Prepares grant funding applications.
- Assists with emergency dispatching duties as necessary.
- Performs related work as required.

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

Requires Bachelor's degree in homeland security, emergency services, information technology, communications, or a closely related field supplemented by six (6) years of emergency dispatching experience of which two (2) years are in a supervisory position or any combination of education, experience, and training.

### **Additional Requirements:**

Thorough knowledge of the modern principles, methods, and procedures of highly technical emergency medical services activities; knowledge of principles, methods, and procedures of public administration; knowledge of Federal and State laws, related 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 judgment; integrity; tact; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

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**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:**

- May be required to pass standardized examination to determine basic and supervisory knowledge, skills & abilities or participate in panel interview.
- Must possess and retain Emergency Medical, Emergency Fire and Emergency Police Dispatch certifications.
- Possess and maintain CPR/AED Certification.
- Must have completed or complete of the APCO Communication Center Supervisor course within 12 months of selection.
- Must possess or obtain and retain Quality Assurance certification for Emergency Medical, Emergency Fire and Emergency Police Dispatch within 12 months of selection.

**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