

DIRECTOR OF PUBLIC SERVICES  
Labor Grade: 82    Exemption Status: Full-Time / Exempt

Primary Purpose of Position

Performs administrative, supervisory, and professional work in planning and directing the operations of emergency medical services, fire marshal and emergency management for the County.

Distinguishing Features of the Class

An employee in this class plans, organizes, and directs the operation of the Public Services Department, to include emergency medical services, emergency management, and fire marshal. Work includes the responsibility for the preparation of the annual budgets for submission to the County Manager, submits requests for new equipment and vehicles for approval, planning and construction of facilities, and investigation of citizens' complaints. Work requires preparation of plans and resources adequate to meet federal, state, and local requirements and be able to provide services to County citizens. Considerable tact and courtesy are required in dealing with citizens and officials on the local, state, and national levels. The employee is subject to hazards in this field including working in both inside and outside environmental conditions, hazardous fumes, dusts, odors, mists, and gases. Work may expose the employee to human blood or body fluids and thus the job is subject to the OSHA requirements on blood borne pathogens. Duties are performed under the general supervision of the County Manager and is evaluated through conferences, reports, contractor and citizen reaction.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and directs comprehensive public safety activities with local medical authorities, fire and law enforcement agencies, and emergency management agencies.

Serves on local, state and regional advisory councils for emergency related services.

Prepares and administers annual departmental budget. Investigates citizens' complaints about services received.

Prepares grant applications for state and federal funds available to public safety agencies.

Handles personnel functions for staff including training, monitoring, and evaluating work.

Provides liaison services between the department, the hospital and other public safety agencies both paid and volunteer.

### Additional Job Duties

Performs related work as assigned.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Thorough knowledge of federal, state, and local laws, regulations, and policies governing emergency functions and related county needs.

Considerable knowledge of safety practices and procedures and OSHA standards as it relates to emergency situations and exposure to hazardous materials or substances.

Ability to plan, organize and direct the operations of the assigned departments.

Ability to respond quickly, calmly, and coordinate emergency vehicles, equipment, and personnel in emergency situations.

Ability to establish and maintain effective working relationships with federal, state, and local officials, employees, and the general public.

Ability to interpret ordinances and policies.

Ability to prepare reports and make effective public presentations.

Ability to react quickly, effectively, and professionally in emergency situations.

Ability to communicate effectively orally and in writing.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform medium work exerting up to 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to perform administrative and computer-related tasks as well as the ability to operate motor vehicles and other equipment.

#### Required Education and Experiences

Bachelor's degree in a related field is preferred, supplemented by courses in emergency services and five years of experience in emergency services and administration; or High School diploma supplemented by courses in emergency services and seven years' experience in emergency services, two of which must be in an administrative/supervisory capacity; or equivalent combination of education and experience. Must have equivalent combination of training & experience required to perform the essential position functions.

#### Special Requirement

Possession of a valid North Carolina driver's license.

Alexander County

Last Reviewed: February 2020