Alleghany County, Virginia

**JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**DIRECTOR OF PUBLIC SAFETY**

**Department: E911**

**Pay Grade:** **118**

**FLSA Status:**  **Exempt**

**JOB SUMMARY**

The Director of Public Safety is responsible for performing complex professional and administrative work in overseeing activities involving the efficient, effective operation of Emergency Operations for the County and to direct activities in providing support services to public safety agencies serving the Alleghany County and the Towns of Clifton Forge and Iron Gate. Works closely with local, State, and Federal officials and agencies during routine operations and in times of crisis.

**ESSENTIAL JOB FUNCTIONS**

* Notifies County officials of pertinent timelines, so that County responsibilities are fulfilled on or before established deadlines.
* Schedules meetings related to E-911, fire/rescue, emergency management activities, including meetings with Sheriff, police, fire and rescue personnel, Telco representatives, the County Administrator, the governing bodies and, when necessary, the general public.
* Serves as the Public Safety Public Information Officer for relating information to the media and responds to questions from the media, with approval from the County Administrator and/or the Sheriff.
* Coordinates with all involved agencies for implementation and operation of Enhanced-911 and NG-911 service, wireline, wireless, mapping and radio communications to the County.
* Serves as liaison between County Fire and Rescue and County Administration.
* Assists with apparatus and communication equipment acquisition, ensuring Fire/Rescue departments have what they need to function properly and efficiently.
* Maintains and renews vehicle, accident, and Workers Comp. insurance for the Fire and Rescue Association.
* Coordinates Hazardous Materials response and remediation with fire departments and State/local resources.
* Oversees pre-planning, response, and recovery for disaster events.
* Coordinates with local, State, and Federal agencies for resources and remediation.
* Ensures that local emergency plans are current and functional.
* Develops, implements, and oversees training and mock disasters for First Responders and community partners.
* Assists in primary and back up, Dispatch Center oversight and operation.
* Responsible for planning, development, enhancement, implementation, training and operation of information technology supporting public safety communications. This includes Computer Aided-Dispatch (CAD), radios, telephones, mobile data, Geographic Information Systems (GIS), and other related telecommunications systems.
* Stays abreast of changes in user and system software and hardware requirements.
* Assists in necessary tower site acquisition(s) and/or controls; coordinating of radio network installation; administrating of mobile, portable and paper distribution, programming, maintenance; system testing; training; etc.
* Ensures compliance with applicable codes, laws, rules, regulations, standards, policies and procedures; initiating necessary actions to correct deviations or violations.
* Develops and implements administrative and operational budgets; monitoring and approving expenditures; complying call statistics for staffing projects and budget preparation; planning for future capital expenditures, radio/computer systems, and equipment acquisition and/or replacement needs.
* Performs administrative functions; maintaining radio licenses for all public safety transmitters; reviewing daily activity reports and station logs.
* Screens recording system tapes for law enforcement and fire/rescue agencies for purposes of training, complaints, research and/or court subpoenas.
* Maintains the County-wide address system and works with County officials to assign and distribute physical addresses for new construction and correct issues with existing addresses.
* Coordinates with the County on the naming of new streets, including the erection of new street signs and maintenance of existing street signs.
* Coordinates with other County officials and third party vendors to update E-911 base maps.
* Oversees E-911 wireline, wireless, and mapping equipment acquisition and maintenance.
* Researches writing and administering grants from local, state and federal agencies.
* Responsible for oversight and record maintenance of State funding sources related to fire and EMS services.
* Performs other related job duties as assigned.

**QUALIFICATIONS**

**Education and Experience:**

Associate’s or Bachelor’s (preferred) Degree from an accredited college or university; seven (7) years of related work experience in a communications related field with emphasis on fire, rescue, law enforcement activities and Emergency Management; considerable experience in emergency communications involving law enforcement, fire and rescue services, CAD, E-911/NG-911 experience and GIS preferred; experience with grant writing and administration; or an equivalent combination of education and experience.

**Special Qualifications:**

The following certifications are required: VDFP Firefighter II, VDFP Hazardous Materials Operations, EVOC Class III, Virginia Certified Emergency Medical Technician, ICS Training, NIMS Training, and Emergency Management training is preferred.

Must possess a valid Commonwealth of Virginia Driver's License with a good driving record.

**Knowledge, Skills and Abilities:**

* Knowledge of state, federal, and local policies, procedures, practices, and mandates as they apply to Emergency Management, emergency services, fire science, relevant construction methods and processes, and related fire systems to include fire sprinkler, fire detection, and smoke evaluation.
* Knowledge of modern fire suppression and prevention methods, practices, and procedures.
* Knowledge of the International Fire Code, National Fire Protection Association Standards, International Building Code, and hazardous materials and processes.
* Knowledge of industrial fire protection systems.
* Knowledge of industrial emergency response teams.
* Knowledge of volunteer fire department administration.
* Knowledge of 911/Dispatch Center equipment and operations.
* Knowledge of budgetary and recordkeeping practices.
* Ability to expertly plan and manage multiple complex projects that may have changing priorities and community wide impact with negotiated deadlines.
* Ability to identify risks including hazards involved in projects and minimize any liabilities.
* Ability to determine the methods and resources needed to address risks, liabilities, and legal implications.
* Ability to produce technical reports, presentations, and other correspondence that can be easily understood by the intendent audience or recipient(s).
* Ability to identify key issues and act as a resource to other staff and external clients in resolving complex customer service issues.

**PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, grasping, handling, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing stooping, talking, visual acuity and walking.

**WORK ENVIRONMENT**

Work is performed in an office environment, subject to inside conditions including heat, noise, odor and dust; and includes outdoor responsibilities, with exposure to extreme cold, extreme heat, inclement weather, noise, dust, and potentially hazardous situations.