



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

EMERGENCY SERVICES DIRECTOR

DAWSON COUNTY EMERGENCY SERVICES

Full-Time/Salary/Exempt

JOB SUMMARY

Directs, coordinates and oversees the staff, programs and operations of the Emergency Services Department. Plans, develops, and introduces approved standards and guidelines for public safety functions including fire, emergency medical services, and emergency management services ensuring efficient operations and quality service provision to the County on a 24-hour basis. Manages a departmental sub-function within a broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Maintains a deep knowledge of the managed sub-function and solid knowledge of the overall departmental function.

ESSENTIAL DUTIES

- Carries out supervisory responsibility in accordance with County policies, procedures and applicable laws including: interviewing, hiring, training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; plans for the staffing needs for the department.
- Plans long-range goals, objectives, organizational structure, and overall direction for the department.
- Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure that long-range goals and objectives are met.
- Plans and implements short-term or annual goals, objectives, and strategies for the department, project, or program to ensure efficient organization and completion of work.
- Plans, allocates, and monitors time, people, equipment, and other resources for the County to ensure efficient organization and completion of work.
- Monitors and communicates policies, procedures, and standards for the department to identify and correct deficiencies or problems.
- Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.
- Collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
- Respond to emergency calls for life threatening situations. Serve as the Incident Commander to manage scenes and resources, when necessary fight fires and participate in search and rescue. Implement all actions necessary to save lives and property; assist with emergency medical treatment and patient care

- Review payroll entries for accuracy, makes adjustments as needed and prepares document and submits to administrative assistant.
- Performs special assignments as requested, to include researching and preparing report and projects, developing and implementing programs, administering state and federal grants and presenting technical data to management, elected officials, and others.
- Represents the County at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.
- Manages the development of the annual operating budget for the department; analyze budgets, meet with division heads to review their recommendations; meets with the budget office for the purpose of reviewing the budget, and meets with the County Manager to present budget recommendations for the department.
- Attends seminars, conferences, workshops, etc., and reviews professional literature as appropriate to enhance and maintain knowledge of trends and developments in fields of emergency services response and management.
- Working with the Division Chief's of Operations and EMS, reviews, investigates and recommend final disciplinary actions to be taken against an employee
- Assists with 24-hour on-call Chief rotation.
- Performs other related duties as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Fire properties, the principle and practices of fire suppression and prevention, and related laws and regulations.
- Emergency medical practices and Life Safety procedures.
- FEMA (Federal Emergency Management Agency) protocols and work groups.
- Public management principles and practices including planning, budgeting, purchasing, personnel, and related supervisory requirements.
- Principles of effective supervision including motivations, communication, leadership, performance coaching and evaluation, and conflict resolution.
- Techniques and strategies of outsourcing services and contract management.
- Budgeting procedures and multi-funded financing operations.
- Practices and procedures of internal purchasing and bid operations.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal and local laws, rules and regulations.
- Methods and techniques of research, statistical analysis and report representation.
- Computer applications related to the work.

SKILL IN:

- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems, or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Negotiating and administering contracts pertaining to public safety.

ABILITY TO:

- Perform strenuous work under adverse conditions for a sustained period of time, including the ability to react quickly, effectively and professionally in emergency situations.
- Work with mathematical concepts such as probability and statistical inference.
- Define problems, collect data, establish facts and draw valid conclusions.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- Plan and organize work to meet deadlines and governmental requirements.
- Establish and maintain effective working relationships with law enforcement agencies, volunteer fire services, public officials, hospitals, schools and the general public.
- Plan, supervise, monitor and direct a department spread over multiple locations and functions.
- Communicate clearly and effectively, both orally and in writing.
- Speak effectively before groups of employees and public groups and respond to questions.

CONTACTS

- Contacts are typically co-workers, other departmental employees, the county manager, elected officials, other emergency response agencies, medical facilities staff, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, and provide services.

ADA MINIMUM REQUIREMENTS

Physical Ability: This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move or carry objects or materials; must be able to exert in excess of seventy-five (75) pounds of force occasionally, and/or in excess of ten (10) pounds of force frequently. Physical demand

requirements are at levels of those for moderate heavy work. Work regularly requires speaking and hearing and using of hands to finger for touching, handling and feelings.

Environmental Factors: Essential functions are regularly performed in an office and outdoors, with possible exposure to adverse environmental conditions including inclement weather. Duties may involve exposure to substances (chemicals and gases) requiring special precautions including protective clothing. The work environment routinely involves imminent danger from conditions or events which cannot be fully anticipated or protected against, and which exposes the incumbent to life threatening situations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The employee is responsible for supervision of all emergency services personnel and operations and emergency management operations. The employee works under the general and technical supervision of the County Manager.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Bachelor's degree from a four-year college or university in emergency management, public administration, business or a public safety related field along with extensive experience in emergency services, including supervisory experience; or an equivalent combination of education and experience, which provides the required knowledge, skills and abilities required for the job.
- Minimum of five years of supervisory experience in firefighting and EMS.
- State of Georgia Fire certification with considerable command experience in firefighting and fire prevention practices.
- National Registry or State of Georgia Paramedic Certification.
- Must possess and maintain the required training as set forth by the Georgia Emergency Management Agency for the position of EMA Director or obtain and maintain within two years of hire with Initial Training within 6 months of hire. Experience overseeing Emergency Management services preferred.
- Applicant must possess a valid Georgia Driver's License and a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____