

**CHARLOTTE COUNTY, VIRGINIA**  
**DIRECTOR OF PUBLIC SAFETY / EMERGENCY SERVICES COORDINATOR**

The Director of Public Safety is responsible for performing professional and administrative work to coordinate local emergency response agencies and direct on-going emergency preparation and emergency response operations for the County. The director works under the supervision of the Charlotte County Administrator and works closely with the Sheriff's Department, local, state, and federal officials, and agencies during routine operations and in times of crisis.

**Purpose:**

- Promotes and assists in the provision of safety and security to Charlotte County's residents, businesses, and visitors to create a safe community and ensure service access for all
- Coordinates local fire and rescue agencies and volunteers and works with state and federal agencies to maximize local emergency response capabilities in a cost-effective manner
- Responds to EMS and Fire calls when necessary
- Oversee operations of the E911 call center

**Salary Range:**

The established salary range for this position is \$60,447 to \$81,781.

**Required Qualifications, knowledge, and Skills:**

- An associate degree from an accredited college or university, or any combination of equivalent education, training, and/or experience
- Minimum of three years public safety or emergency communications managerial or supervisory experience
- Demonstrated knowledge of emergency communications center operations; emergency management planning, policies, and procedures; and volunteer fire and emergency medical service (rescue) organizations, operations, and strategies
- Ability to assess risks, identify potential courses of actions, and coordinate responses in emergency situations
- Excellent verbal and written communication skills and the ability to interface effectively with all levels of county management, state and federal agencies, and volunteers
- Ability to complete detail-oriented assignments and reports accurately
- Ability to work independently to accomplish established objectives
- Ability to manage and organize a team to accomplish specific objectives
- Knowledge of departmental budgeting and capital improvement planning
- Intermediate skills in the use of personal computers, standard software, and emergency services radio equipment
- EMT Intermediate and Firefighter 1 certifications
- A valid Virginia driver's license

**Preferred Qualifications:**

- Virginia Department of Fire Programs training
- ICS Training

- NIMS Training
- Emergency Management training
- CAD, 9-1-1/NG911 Experience

**Essential Duties:**

- Coordinates with law enforcement, fire, and rescue regarding operations, support needs, training, funding opportunities, and strategic planning on a routine basis to improve the local emergency response capability
- Serves as the liaison between fire and rescue and County Administration
- Serves as the coordinator of emergency management pursuant to § 44-146.19(B)2 of the Code of Virginia
- Coordinates with state and national standards development organizations
- Ensures county compliance with applicable laws, regulations, standards, policies, and procedures; initiating necessary actions to correct deviations or violations
- Ensures that local emergency plans are current and address potential needs and current capabilities
- Attends relevant training, conferences, and meetings to enhance knowledge of emergency management practices, laws, and new technologies
- Develops, implements, and oversees emergency response training exercises
- Organizes emergency preparedness public education activities and supports efforts to enhance public relations
- Analyzes potential emergency management situations and identified emergencies and provides recommendations to the Director of Emergency Services
- Coordinates with local, state, and federal officials and agencies to identify and obtain needed disaster response resources
- Oversees acquisition, implementation, and maintenance of E911 wireline, wireless, and mapping equipment and emergency services' radio communication equipment
- Oversees E911 disaster planning and mitigation processes
- Develops and implements departmental budget; monitors and reviews expenditures; and plans for future capital expenditures, equipment acquisition, and replacement needs
- Directs and supervises the E911 Supervisor
- Responds to EMS and Fire calls when necessary
- Performs other duties, tasks, and special projects, as assigned

**PHYSICAL DEMANDS**

The position includes both administrative and heavy work and requires exerting up to 50 pounds of force occasionally and up to 20 pounds of force regularly to move objects. Additionally, the ability to balance, climb, crouch, grasp, handle, kneel, lift, push, pull, reach, perform repetitive motion, speak, walk, and drive and both visual and mental acuity are required to perform the associated job duties.

**WORK ENVIRONMENT**

Work is primarily performed in an office environment, subject to customary inside conditions including heat, noise, odor and dust. However, outdoor responsibilities are included which include exposure to extreme cold, extreme heat, inclement weather, noise, odor, dust, and potentially hazardous situations.