

# NEW CASTLE COUNTY GOVERNMENT

Number 1149

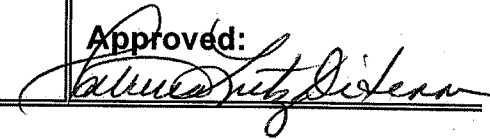
## CLASS SPECIFICATION

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Date 02/10/05

Title: DIRECTOR OF PUBLIC SAFETY

Approved:



**GENERAL STATEMENT OF DUTIES:** Performs highly responsible managerial work assisting the County Executive in managing and implementing policies in the area of public safety relating to the police, fire service, emergency medical services, emergency communications, and emergency management; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class works directly with the County Executive in managing and implementing policies relating to the Department of Police. This employee is supervised by the Chief Administrative Officer or Deputy Chief Administrative Officer and is responsible for the intra-departmental coordination of the areas of police, emergency communications, emergency medical services, emergency management, and the fire service. This employee provides guidance and interpretation to the County Executive as requested. Under general policy supervision of the County Executive, this employee has wide latitude for discretion in creating and modifying management and liaison procedures and processes.

### EXAMPLES OF WORK: (Illustrative only)

- Assists the County Executive in the preparation of goals and objectives of the Department of Police and coordinates related activities;
- Monitors the operations of various divisions relating to public safety;
- Maintains liaison between the County and various other federal, state, and local agencies as needed in relation to specific projects assigned;
- Coordinates all public safety activities with local agencies;
- Assist in special projects as assigned to provide necessary staff assistance to increase the County's ability to respond to certain crisis situations;
- Responds to inquiries from other agencies and individuals;
- Directs the investigation of all complaints;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the principles and practices of management in the area of public safety and emergency services; good knowledge of grant procurement and processing procedures; thorough knowledge of the principles and practices of public administration; good knowledge of

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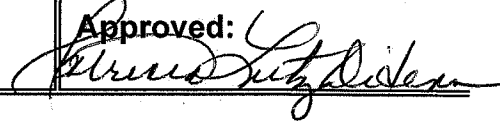
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program reporting techniques; ability to conduct research and analysis; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to establish and maintain effective working relationships with associates, government officials, agencies, private organizations, and the public; ability to promote an ongoing attitude of dedication to excellent customer service; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least seven years at a managerial level in an area related to police, emergency communications, emergency medical services, or the fire service and possession of a Bachelor's Degree from an accredited college or university with major course work in political science, public administration, business administration, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**HISTORY OF REVISIONS:**  
Established: 02/10/05