

JOB OPENING

Troup County Government

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| Position: | Public Safety Director | Department: | BOC | Salary: | \$96,761.60/Yr |
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Under general supervision and instruction this position is responsible for planning, directing, and overseeing operations and staff of the Public Safety Division, including Fire Service and Rescue, Emergency 911 Communications, Emergency Medical Services, Code Enforcement and Animal Control. The Public Safety Director reports to the County Manager and serves as Emergency Management Director for the County.

Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in Criminal Justice, Public Administration, Emergency Management or in a related field required; supplemented by ten years of progressively responsible management experience in multiple public safety areas, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job
- ⇒ Must have 5-7 years of related experience
- ⇒ Must have a current valid driver's license for the type of vehicle or equipment operated
- ⇒ Ability to meet current requirements set forth by the National Fire Protection Association, the Georgia Firefighter Standards and Training Act, NPQ Firefighter I and II and the Georgia Emergency Management Agency
- ⇒ Must obtain GEMA Certified Emergency Manager Certification within 24 months
- ⇒ Must have NPQ Fire Officer I, II, III and NPQ Fire Instructor I and II Certifications and/or Post Certified Equivalent
- ⇒ Knowledge of emergency management principles, protocols, federal and state emergency management systems, Law Enforcement/Post Policy experience, and related regulations (including NFPA and OSHA Standards)
- ⇒ Knowledge of local, state, and federal laws, fire codes, ordinances, administrative rules, and compliance standards
- ⇒ Knowledge of fire prevention, suppression, investigation, and emergency scene supervision; familiarity with related strategies tactics, equipment, Law Enforcement, and emergency communications
- ⇒ Knowledge of county and developmental policies, management, and supervisory principles and budgeting practices
- ⇒ Knowledge of relevant training standards, radio and communication systems, and hazardous materials, databases and modeling tools
- ⇒ Skill in problem solving, decision making, coordination, and reading maps and blueprints
- ⇒ Skill in coordinating preparedness, response, and recovery operations under both routine and emergency situations
- ⇒ Skill in the operation and use of equipment and apparatus
- ⇒ Skill in developing and implementing long-term operations plans
- ⇒ Skill in public, interpersonal relations and communication both oral and written

Essential Duties and Responsibilities:

- ⇒ Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharges and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale
- ⇒ Plans, directs and oversees all Public Safety Services: assumes full management responsibility for Emergency Medical Service, Emergency 911 Communications System, County Fire Services, Animal Control, Animal Shelter, and Emergency Management Agency; oversees, monitors, and participates in phone calls, meetings, conference calls, emails, spontaneous visits, and inspections
- ⇒ Develops department budget: determines allocations for staffing, operations, equipment, and capital outlays; meets with Public Safety Department Heads to coordinate budget preparation and submission; monitors expenditures to ensure compliance with approved budget; reviews and approves all financial documentation
- ⇒ Develops plans to improve department operations: develops short-term and long-term goals; evaluates pending legislation, statutes, and regulations to evaluate impact on Public Safety Services and Operations; responds to changing technology in the delivery of Public Safety Services; performs research and meets with Public Safety Department Heads; performs other projects as required or requested by the County Manager
- ⇒ Responds to emergency events and disasters: provides on-scene direction and control of emergency situations; provides on-scene assessments and evaluations of emergency events; determines incident scope and impact; determines what resources and personnel will be required to respond to incident
- ⇒ Responds to and resolves difficult and sensitive citizen inquiries and complaints: conducts investigations and gathers information pertinent to the complaint or issue; ensures the issue is resolved in the best interest of the public and employees
- ⇒ Assists with documentation and records required by the State: reviews and updates disaster plans and all other required documentation and records; provides input related to disaster declarations; serves as point of contact for state and federal agencies for disasters and emergencies; meets with state officials and hires consultants as needed
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 08082025 Public Safety Director

Grade 25

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace