

# BUREAU DIRECTOR, SAFETY AND EMERGENCY SERVICES

Job Code	Pay Grade
10990	SM2a

## Nature of Work

The Bureau Director, Safety and Emergency Services also serves as the Director of Emergency Medical Services (EMS) Administration and acts as the Executive Director of the Pinellas County EMS Authority as prescribed in Section 54-56 of the Pinellas County Code. This is a highly responsible executive position accountable for planning, budgeting, billing, contracting, and coordinating public safety services involving a Countywide Emergency Medical Service system and the associated billing, contracting for fire protection services for the unincorporated areas of Pinellas County, overseeing and funding Hazardous Materials and Technical Rescue units operating in the County, operating a 24/7 centralized 9-1-1 Emergency Communications Center (Primary Public Safety Answering Point) and Fire/EMS dispatch system, operating the 9-1-1 Computer-Aided Dispatch and network support system, as well as, the operation of an Intergovernmental Public Safety Radio and Data System supporting all public safety agencies operating in Pinellas County. The direction and management of these programs is provided in accordance with policies set forth by the Board of County Commissioners (BCC). Work involves an advanced degree of independent judgment, initiative, and tact in working with elected officials, hospital administrators, law enforcement officials, fire officials, EMS officials, and most importantly, the citizens and visitors of Pinellas County. All of the aforementioned Nature of Work will be congruent to the BCC's Mission, Vision and Value Statements, as well as the BCC's adopted Strategic Plan.

## Minimum Qualification Requirements

- Meets federal certification guidelines for Public Safety Directors for National Incident Management System (NIMS) and possesses 8 years of senior management experience in a public safety services agency that encompasses responsibility for public safety services programs management, planning, development, operations, budget and administration with 2 years senior management and formal supervisory experience; or
- Bachelor's degree in business administration, public administration, industrial management, health services administration or a directly related field and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Specialized experience, training, and certifications related to public safety services.
- Candidate's name must not appear on the Federal Health & Human Services, Office of the Inspector General's exclusion program List of Excluded Individuals/Entities.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Serves as the Executive Director of the Pinellas County EMS Authority and as an Ex-officio member of the EMS Advisory Committee.
- Manages, coordinates, and supervises a complex of public agency resources engaged in delivering public safety programs for a large urban population.
- Prepares and defends annual operating budgets for the department and provides for funding of EMS and fire service providers and associated public safety programs, and contracts as adopted by the EMS Authority.
- Develops performance and quality standards for the performance of emergency medical services, provides technical assistance to all participating public and private agencies which provide emergency medical services.

# BUREAU DIRECTOR, SAFETY AND EMERGENCY SERVICES (continued)

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## Illustrative Tasks (continued)

- Develops, negotiates and administers contracts with providers of emergency medical services countywide and for fire protection services for the unincorporated areas of Pinellas County.
- Reviews, analyzes and recommends applications for certificates of public convenience and necessity (COPCN) for emergency medical services.
- Provides staffing support to the Emergency Operations Center in times of declared emergencies.
- Coordinates with local telephone and computer hardware/software providers to ensure timely maintenance and upgrade of 9-1-1 systems.
- Maintains administrative records and reports pertaining to emergency occurrences, 9-1-1 calls and records of Fire and EMS response units' actions.
- Oversees a large complex Ambulance Billing Operation.
- Provides for procedures which collect and analyze reports of emergency activities and Fire and EMS responses.
- Plans, supervises, directs and reviews the work of technical staff responsible for developing, procuring, installing and managing all radio communications systems, including a Countywide P25 System.
- Provides liaison between the county and the Police Standards Council and the Fire Chiefs' Association.
- Determines minimum service levels for all municipalities and fire protection districts within the county.
- Plans, assigns and reviews the work of the managers of six operating divisions.
- Conducts presentations, briefings and interviews for disaster organizations, civic groups, citizens groups, and the media to improve public education awareness.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of budgeting procedures and ability to apply this knowledge to administering and coordinating multiple administrative and operational budgets.
- Knowledge of the principles of management and contract administration, and their application to public safety services.
- Knowledge of personnel management practices and procedures.
- Knowledge of the practice and techniques of emergency medical services, fire protection and fire prevention administrations.
- Knowledge of the laws of HIPAA, Medicare, Medicaid and all other ambulance billing regulations.
- Ability to plan, manage and supervise large complex agency programs, finances, and operations.
- Ability to establish and maintain effective working relationships with governmental agencies, public officials, private officials, and the general public.
- Ability to apply computer applications and software.
- Ability to work under stressful conditions and be responsive to emergency conditions on a 24-hour a day basis.
- Ability to exercise considerable judgment in interpreting and applying departmental policies and procedures to be compliant with federal, state and local laws, ordinances and rules.
- Ability to communicate effectively, orally and in writing with individuals and groups.
- Ability to keep records and to prepare and submit reports.
- Ability to speak and write effectively.

For official use only

Revised	EEOC Code	Overtime Code
9/15	Officials & Managers	Exempt