



POSITION TITLE: DEPUTY DIRECTOR PUBLIC SAFETY
CLASS DESCRIPTION, 2026
POSITION NUMBER:
STATUS: EXEMPT
JOB FAMILY:

GENERAL DESCRIPTION OF DUTIES

Under minimal supervision, this position provides assistance to the Director of Public Safety in setting strategic direction and management oversight to the County's goals, policies, and performance expectations. This position will make interpretive decisions on behalf of the county regarding the means for executing the goals established by the Director. Incumbent may be designated to serve as Director in the absence of the Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.

Assists the Director of Public Safety in developing and administering the goals and objectives of the county, and initiates proposals for change in organization function, resource allocations, procedures and priorities.

Supervises various levels of uniformed and non-uniformed public safety personnel; oversees training of administrative and supervisory ranks.

Serves as the Department of Public Safety liaison to local hospitals and Medical Directors

Manages planning for all hazards and all types of emergency operations, including contingency planning for special events and severe weather.

Provides expertise and assistance developing emergency action plans and identifying hazards

Reviews, develops, or modifies work plans, methods and procedures. Determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation.

Manages equipment and facilities including vendor relations.

Resolves problems and mediates conflicts encouraging during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant issues and their impact to the county.

Makes presentations and participates in activities involving community groups, agencies and other governmental entities, and serves as liaison for the county.

Reports deviations in the standard of care and medical protocols.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

The County of Accomack is committed to a diverse and inclusive workplace

Represents the County and Department of Public Safety in meetings, conferences or conference calls as requested.

Assure that all required certifications, licenses, registrations and continuing education requirements are up-to-date

Responds to inquiries via email, phone and fax from County workforce, outside agencies and from the community.

Provide guidance and assistance to other personnel.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Undergraduate degree in personnel management, systems management, or closely related field; or its equivalency in supervisory experience; supplemented by seven (7) years previous experience in the fire/rescue/EMS field, including supervisory, managerial, and budgetary experience; or an equivalent combination of education, training, and experience.

PREFERRED TRAINING AND EXPERIENCE

Bachelor's degree in emergency management or related field, supplemented by four (4) to six (6) years of experience in emergency management; or an equivalent combination of education, training, and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of established standards, methods, and procedures of the County and Department of Public Safety and ensure that all standards, methods and procedures are being followed.
- Knowledge of principles and practices of emergency medical and fire-rescue operations.
- Knowledge of laws, ordinances, standards, and regulations pertaining to the duties and responsibilities of the position.
- Knowledge of occupational hazards and safety precautions required to perform the essential functions
- Responds quickly and calmly in emergency and stress situations
- Makes communication recommendations in a diplomatic and tactful manner; ability to evaluate and analyze patient care and make recommendations on appropriate and inappropriate modalities
- Ability to determine if established protocols, operating procedures, and standards of patient care have been met
- Ability to employ imagination and creativity in the application of duties and responsibilities.
- Ability to function in a supervisory/managerial capacity for a group of workers; making decisions on procedural and technical levels and to work with upper management, where appropriate, to select and recommend employment of qualified personnel.
- Ability to apply principles of logical or synthesis functions; deals with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.
- Ability to efficiently organize own work and that of subordinates ensuring personnel under charge understand what results are expected of them, and that each is regularly and appropriately informed of all matters either affecting or of concern to them.
- Ability to provide a work environment, which encourages clear and open communications, has a clear and comprehensive understanding of the principles of effective leadership, as well as the application of such principles to functions under charge.
- Ability to establish and maintain a work environment, which is orderly and controlled;
- Ability to coordinate and audit workforce, financial resources, and the utilization of materials and equipment.

- Ability to exercise discretion and judgment in developing and implementing courses of action affecting functions under charge.
- Ability to recognize when a particular policy, procedure or strategy does not foster the desired result. Moves decisively and explicitly to develop and implement alternatives.

SPECIAL REQUIREMENTS

Possession of certification as Emergency Medical Technician – Intermediate or Paramedic by the Virginia Department of Health Office of Emergency Medical Services. TEMS sanctioned and met all requirements of the Operational Medical Director (OMD). Possession of certification in Advanced Cardiac Life Support, Pediatric Advanced Cardiac Life Support, and CPR. Possession of certification a Virginia Office of EMS Educational Coordinator. Possession of certification as an American Heart Association BLS Instructor or equivalent. Successful completion of NIMS compliant Incident Comman System Courses. Possession of certification by the Virginia Department of Fire Programs as a Firefighter II, ITR Module II, Driver/Pump Operator, Fire Instructor, Fire Officer and HAZMAT operations. EVOC. MCI Level I. Possession of a valid driver’s license. Satisfactory completion of a background check, DMV records check and drug screening prior to employment. Annual DMV records check thereafter.

PHYSICAL DEMANDS

Physical Strength for this position is indicated below with an “X”

Sedentary	Light	Medium	Heavy	X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demands for this position are indicated below:

C	F	O	R	N	D	W	M	S	N/A
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.	Daily	Several Times Per Week	Several Times Per Month	Seasonally	N/A Not Applicable

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Responding to a call
Sitting	F	Desk work, Meetings
Walking	F	Responding to a call, to other departments/offices/office equipment
Lifting	O	Supplies, Equipment
Carrying	O	Supplies, Equipment
Pushing/Pulling	O	Equipment
Reaching	O	For supplies, equipment
Fine Dexterity	D	Computer Keyboard, Telephone pad, Mobile Device pad, Hand-held radio
Kneeling	O	Responding to a call
Crouching	O	Responding to a call
Crawling	O	Responding to a call

Bending	O	Retrieving items from lower shelves/ground, Responding to a call
Twisting	O	Responding to a call
Climbing	O	Responding to a call
Balancing	O	Responding to a call
Vision	C	Reading, Computer screen, Driving, Responding to a call
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/headset, to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)	N/A	N/A

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, & HARDWARE:

PC, Servers, Printers, Scanners, Microsoft Office Suite, Outlook(email), Adobe Acrobat, IT Supported Software and Tools, Internet Browsers, SQL Server Management Studio, Report Writer Software, Help Desk Software, Remote Desktop Tool.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never	D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N/A Not Applicable
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	O
Electrical Hazards	O
Fire Hazards	O
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	O
Other	N/A

-Environmental Factors-	
Respiratory Hazards	O
Extreme Temperatures	O
Noise and Vibration	O
Wetness/Humidity	O
Physical Hazards	O

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs	N/A Not Applicable
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Supervisor's Signature

Date

Date

Accomack County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Accomack County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.