

<b>Job Class Code: 7450</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to oversee fire and emergency medical protection and emergency management activities. The class is responsible for consulting with elected and appointed officials, civic agencies, and other for planning and directing all major protective services functions, overseeing all administrative activities, and serving on or chairing committees, boards, or other entities concerned with emergency preparedness. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

**TYPICAL TASKS**

- Monitors federal, state, regional, and local laws, rules, policy, procedures, and emerging trends in public protection to develop recommendations to elected or appointed officials, or civic activities, for improved or expanded public protection capabilities, laws, policy, or procedures.
- Directs operations within all major units or functions of fire, emergency medical, or other emergency response activities; consults with subordinate officers to develop long range goals, policy, and procedures to enhance or improve emergency response capabilities.
- Assumes command of major fire or other emergency situations; oversees the Emergency Operations Center during periods of emergencies.
- Coordinates with federal, state, regional, and local emergency management activities to ensure maximum cooperation and efficiency in public protection; serves on, or heads committees, boards, or other activities engaged in determining goals, objectives, and policy for emergency preparedness.
- Conducts studies, special projects, and research to identify public protection requirements; programs and budgets for personnel, capital improvements, and major equipment acquisitions; presents and defends requirements before elected and appointed officials or other interested agencies.
- Monitors operating funds such as appropriated funds, grants, or other to control expenditures; approves major expenditures and revises budget needs as required.
- Oversees and directs emergency preparedness training and drills to ensure adequate response to man-made or natural disasters.
- Administers major functional areas including public information, human resources, safety and risk management, civic involvement, information systems, records, communications, and other.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
<b>Interpersonal/People Involvement</b>	Directs or commands others by issuing orders and instructions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and scientific, medical, legal, administrative, or professional practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions, geometric construction, algebraic solutions of equations and inequalities, descriptive or inferential statistics, and mathematical classifications.

<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
<b>Mental Requirements</b>	Performs professional level work requiring the application of scientific, legal, and managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in fire science, emergency medical services, information systems, public administration or closely related fields.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of ten years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license or CDL and a driving record in compliance with City Driving Standards. Special protective services skills and/or equipment certifications are required.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*