

DEPUTY DIRECTOR OF PUBLIC PROTECTION SERVICES

CODES/PAY RANGE

Class Code: 3938 EEO Code: A FLSA: E Pay Range: B

MAJOR FUNCTION

Highly responsible administrative work supporting and assisting with coordinating and facilitating the operation of the divisions assigned to the Public Protection Department: Corrections, Fire Services, Medical Examiner's Office, Emergency Management, and Animal Control.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supports the PPS Director in planning, directing and overseeing operations, personnel, and budget for the department.

Ensures conformance with state and federal ordinance and regulations relating to inmate care and supervision, facilities maintenance, staffing and housing. Investigates and resolves problems relating to the custody and care of inmates.

Represents the PPS Director advising the County Manager and County Council on issues relating to public protection services. Represents the PPS Director as a member of the executive management team to assist and advise the County Manager in developing short-term and long-term goals and objectives.

May assume command of the PPS Center in the absence of the director.

Assists in the coordination and implementation of a county-wide communications network for use in mutual aide and disaster situations involving emergency services.

Serves as a liaison and County representative to inter-governmental agencies, advisory groups, state and federal agencies, internal divisions and organizations, and citizen groups as directed. Addresses media on high profile issues.

Coordinates and oversees activities of subordinate organizations including budget preparation, service levels, missions, goals and objectives, personnel and operations. Administers policies and directions for division directors.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state and county laws and regulations relating to the operation of Public Protection Services and/or correctional institutions. Knowledge of institutional management practices including care and custody of prisoners. Knowledge of individual and group habits and the attitudes and general behavior of prisoners.

(DEPUTY DIRECTOR - PPSC continued)

Knowledge of emergency services, their operations and relationships in a complex organizational environment.

Ability to delegate authority, plan, organize and review the work of subordinate administrative, technical, and supervisory personnel. Ability to exercise considerable judgement and discretion in establishing, applying, and interpreting departmental policies and procedures. Ability to establish and maintain effective working relationships with associates, public officials, other government agencies and the general public. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Management, Criminal Justice, or closely related field, and five (5) years progressively responsible experience in planning, organizing and directing major phases of the operations and programs of a medium to large public protection agency.

A comparable amount of education, training or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Generally sedentary work. Ability to see, talk. Due to location of assignment, incumbent must have ability to run, grasp, kneel/crouch, walk, climb, reach, handle.

Environmental Demands: Inside work. Ability to tolerate confined, restricted location.

Mental Demands: Ability to read and comprehend technical and professional manuals, literature and journals; financial reports; legal documents, procedures and statutes; memos, reports, safety procedures, letters. Ability to write reports, evaluations, memos, policies, summaries and letters. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in the theory and practices of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Replaces 10/96