

Classification Title: Emergency Services Manager

FLSA Status: Exempt

BRIEF DESCRIPTION: Assists in the direction and implementation of the activities of the Department of Fire and Emergency Management. Acts as the liaison between the County and contracting fire departments, provides support to the County Fire Commission, and assists in the implementation of the Department of Emergency Medical Services annual budget.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V 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.

#	Code	Essential Functions
1	L	Develops and monitors long range business plans to guide the Department of Fire and Emergency Management and Wake County Fire Commission.
2	L	Manages the workflow and supervises the offices of Emergency Medical Services, Fire and Emergency Management.
3	L	Coordinates activities of the Department of Fire and Emergency Management including Fire Prevention, Fire Training, Fire Operations and Emergency Management.
4	L	Develops and monitors the Department of Fire and Emergency Management's budget and assists in the development and monitoring of the Emergency Medical Services' budget.
5	L	Monitors the activities associated with the Criminal Justice Programs and services as a County representative on the Criminal Operations Committee.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Public Administration, Business Administration or related field.
Experience	Eight years experience in public management.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes

Certification and Other Requirements	Valid driver's license.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives broad direction. Within this position, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of position performance.
Budget Responsibility	Has responsibility for the final approval of at least one departmental budget and presents the budget(s) to the County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answer questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	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.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Various small hand tools, computers, printers, and related software, and audio equipment.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.