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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Deputy Director, Emergency Services, C11,  
\$74,110 - \$81,806 (B.O.E.) + FRINGE BENEFITS

**DEPARTMENT:** Emergency Services and Technology

**OPENING DATE:** 04-19-17                      **CLOSING DATE:** 05-03-17

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree, Master's degree preferred

**Experience:** Seven years or more of related professional experience, or additional education in a specialized area such as Public Safety Leadership program or the FBI National Academy; Experience managing a Public Safety Access Point (PSAP) preferred;

Experience as a first responder, firefighter and/or emergency medical services personnel;

**Note:** Any equivalent technical training, education and/or education and experience which have provided the knowledge, skills and abilities cited below may be considered.

**ADDITIONAL REQUIREMENTS:**

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** Assists the Chief Information Officer/CIO in managing the operations of the St. Mary's County Emergency Services Division. Manages, coordinates, and assesses the work of assigned staff under the general direction of the CIO to ensure operations comply with policies and procedures. Recommends policy changes and coordinates improvements that enhance response for allied agencies. Represents the department and communicates goals and objectives with staff and allied agencies; directs all operations, activities, and programs within the communications center; performs other duties as assigned.

**DUTIES:**

- ◆ Assists the CIO with planning, directing, organizing and coordinating programs related to the operations of the County's Emergency Communications Center, Emergency Management, and Emergency Services;
- ◆ Recommends, plans, and implements system\operational improvements and enhancements for Emergency Services;
- ◆ Reviews operations of the division, establishes and monitors metrics that evaluate the center's performance; takes appropriate actions to correct performance deficiencies and adjusts operations to meet or exceed standards;
- ◆ Ensures training is performed in accordance with approved training plans. Reviews Quality

- ◆ Assurance results that identify training needs to ensure incorporation into the appropriate training plans;
- ◆ Supervises staff; counsels employees and recommends disciplinary actions; enforces agency and County policies and procedures;
- ◆ Coordinates programs and activities with allied agencies; reports problems promptly to the CIO and/or appropriate allied agencies and takes appropriate corrective action to restore normal operations;
- ◆ Maintains plans to effectively respond to unexpected situations, operational changes, and emergency situations, and communicates necessary procedural changes (immediate and long-term) to all involved parties to ensure an appropriate departmental response;
- ◆ Analyzes technical performance reports and prepares management reports; collects, analyzes and evaluates data that measures performance and identifies needed improvements;
- ◆ Ensures that the division is operating in compliance with and acts as a liaison between Federal, State, and local governmental agencies whose policies, laws, regulations, and directives impact County operations;
- ◆ Provides budget recommendations on departmental programs, human resources, technological enhancements, and County policies and procedures to the CIO;
- ◆ Increases professional knowledge through attendance at workshops and conferences, participating in professional associations and activities, and reading professional and local publications;
- ◆ Assists with the supervision and coordination for the St. Mary's Emergency Management Program;
- ◆ Works with the County's Emergency Medical Services Program to include training and liaison between local and State EMS agencies and organizations (Advanced Life Support and Basic Life Support);
- ◆ Works with the County's Volunteer Fire Department to include training and liaison between local and State agencies and organizations;
- ◆ Works with the St. Mary's County Sheriff's Office to include training, dispatch and technical support for agency operations;
- ◆ Assists with the supervision and coordination of the St. Mary's County Animal Control Program;
- ◆ Performs all other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Ability to gain advanced knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Advanced knowledge of the principles, practices, and procedures of administrative management and the operations and activities of the assigned area, and the ability to interpret them to the staff and the public;
- ◆ Extensive knowledge of governmental fiscal policies, procedures, and legal mandates including the budget process;
- ◆ Ability to gain of relevant laws, statutes, and ordinances of the State of Maryland and St. Mary's County;
- ◆ Ability to keep all relevant parties informed of all major issues and programs and to recommend changes as appropriate;
- ◆ Ability to supervise, plan, and coordinate the work of diverse staff in order to accomplish departmental goals and objectives;
- ◆ Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters;

- ◆ Ability to establish and maintain effective working relationships with county officials, associates, staff, representatives from other agencies, and the general public;
- ◆ Ability to operate relevant computer systems including hardware and software, and office machines.
- ◆ Knowledge of National Academy Emergency Medical Dispatch, Emergency Police Dispatch, and Emergency Fire Dispatch applications or related applications.
- ◆ Ability to administer the Quality Assurance and Review programs utilizing National Academy of Emergency Medical Dispatch-Q, Emergency Fire Dispatch-Q, and Emergency Police Dispatch-Q or related application.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$74,110 - \$81,806 (B.O.E.) annually

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview.

**TO APPLY:** A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building  
 Third Floor, Dept. of Human Resources  
 23115 Leonard Hall Drive, Leonardtown, MD  
 Phone: 301-475-4200 extension: \*1100 Fax: 301-475-4082  
 Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)  
**Must press the \* key before the extension**

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: [amber.hebert@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or (301) 475-4200, Extension: \*1110

**APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>**

**Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.**

St. Mary's County Government is an Equal Opportunity Employer