



Sacramento Regional Public Safety Communications Center
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SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER

CLASSIFICATION:
DEPUTY DIRECTOR

FLSA: Exempt

Bargaining Unit: Unrepresented Confidential Employee

Salary: \$8,937.38 - \$10,865.54

SUMMARY FUNCTION

The Deputy Director is an at-will employee pursuant to the terms of an employment contract. Under the general direction and supervision of the Executive Director (ED), the Deputy Director assists in planning, organizing, and directing the designated division of the Sacramento Regional Fire/EMS Communications Center (SRFECC). The Deputy Director also assists the ED in following any direction(s) from the Governing Board including achieving Board policies, procedures, goals, and any mandates provided by the Board; performs other duties as directed.

GENERAL CHARACTERISTICS

The Deputy Director is responsible for directing all personnel, including managing and supervising the operations of the designated division within SRFECC; carry out a variety of assignments directly supporting the ED and Governing Board's use of a master plan, fiscal budget development and oversight.

ESSENTIAL FUNCTIONS

Duties

- When designated by the ED, serve as the ED in the absence of the ED.
- Manage, plan, organize, direct, and control the activities of the programs and functions of the assigned division of the SRFECC; direct subordinate personnel to ensure appropriate staffing and schedule supplemental or overtime work when necessary.
- Serve as an assistant and confidential aide to the ED; consult and advise in an honest, frank, tactful, and timely manner; promote a positive, harmonious, and effective working relationship with the Governing Board, SRFECC personnel, and members of the community.
- Participate in and fulfill major responsibilities for the development and implementation of SRFECC's strategic short and long-range planning efforts, goals and objectives, budgeting, and programs consistent with SRFECC's mission.
- Manage, train, and motivate SRFECC personnel under their assignment in the performance of daily work routines, special projects, and staffing.
- Hold subordinates accountable for the enforcement of rules, regulations, orders, procedures, policies and employment agreements.
- Evaluate and appraise the performance of subordinate staff; may conduct internal investigations and report to the ED with findings; may recommend discipline based on findings; keep ED informed in a timely fashion.
- Conduct and/or participate in working meetings with a wide variety of individuals and groups; utilize their leadership, management, and interpersonal skills in reaching decisions, formulating recommendations, and provide negotiation/resolution of competing issues that are significant, sensitive, and may often be controversial.

- Review and oversee preliminary and final budgets for the assigned division of the SRFECC; to include staffing, training, services, supplies, and improvements; utilize the chain-of-command, organizational structure, and the appropriate delegation of authority and responsibility for various work projects; present program and budget recommendations.
- Explain, justify, defend, and promote SRFECC programs, policies, rules, regulations, and activities; represent SRFECC to Governing Board, any special interest groups, appropriate officials of the local, state, and federal governments as well as general public.
- Attend regular and special Governing Board meetings; provide background information and research data to the Governing Board through personal and/or subordinate staff reports on plans, proposals, alternatives, and provide recommendations on agenda presentation items.
- Coordinate and manage special projects; develop, recommend and assist in formulating SRFECC rules, regulations, policies, and procedures; receive and answer SRFECC correspondence for general inquiries and for any SRFECC matters.
- May respond at any time (day or night) to the Center for any purpose; may assume any subordinate position or relieve any subordinate for re-assignment; may be required to make emergency operational decisions under conditions of extreme physical and/or mental stress; maintain clear and effective command communications with ED and SRFECC staff as well as representatives of other agencies; appropriately accommodate and direct inquiries from the media.
- Review and may inspect personnel, apparatus, buildings and grounds, equipment, training evolutions and exercises, emergency and routine operations and procedures, and other aspects of SRFECC functions as may be necessary to personally observe that discipline, fitness, and/or operational readiness is maintained and results achieved are within performance standard parameters.
- Recommend appointment of subordinates; direct their training, development; recommend discipline and release of personnel for cause.
- Communicate, coordinate, and cooperate with the fire districts and the departments that SRFECC serves as well as with the surrounding contiguous fire departments and assists in maintaining the operational readiness of mutual aid assistance programs.
- Develop and recommend goals and objectives; delegate authority and responsibility to meet the goals, strategies, and objectives; evaluate and report to the ED on the effectiveness and efficiency of the assigned division of the SRFECC.

Physical Requirements

Maintain physical ability and stamina to meet position tasks and responsibilities. Physical abilities must be commensurate with the essential functions of the position.

The physical requirements described here are representative of those that must be met by a position incumbent in order to successfully perform the essential duties of this job:

- Mobility: continuous use of keyboard; frequent sitting; intermittent twisting; occasional walking, standing, bending and stooping; and occasional driving;
- Lifting: regularly up to ten (10) pounds;
- Vision: constant use of overall vision and continuous computer use;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching;
- Hearing/Talking: frequent hearing and talking in person and/or on the phone

No person shall pose a threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

MINIMUM QUALIFICATIONS

Education & Experience

The education or experience requirements may be modified or waived at the sole discretion of the Executive Director. At least one of the education or experience requirements must be met; both requirements cannot be modified or waived. The Sacramento Regional Fire/EMS Communications Center Board of Directors shall be notified of any such modifications or waivers.

Education:

- Possess a high school diploma or equivalent GED certificate.
- A Bachelor's Degree from a post-secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education with a major in public or business administration, fire service or emergency services management, or a closely related field. A Master's Degree with a major in any similar field is highly desirable.
- Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

Experience: Five years of increasingly responsible work experience, at least two of the five years' experience should be working in a Public Safety Communications Center at a supervisorial, managerial, administrative, or executive staff level, and which would demonstrate the knowledge and abilities listed below.

Special Requirements

Offers of employment are contingent upon successful completion of a physical to include a drug screen.

- Age: Must be a minimum of eighteen (18) years of age;
- Possess a valid Class C Driver License and maintain it throughout employment;
- Pass a background investigation;
- Pass psychological examinations that relate to job requirements;
- Respond promptly to SRFECC on a 24-hour basis.

Personal Qualities

The highest level of discretion, tact, integrity, judgment, and loyalty.

Additional Desirable Qualities

Bilingual ability.

Knowledge & Ability Requirements

Knowledge of:

- Principles of organization and administrative review necessary to plan, analyze, develop, direct, and evaluate programs, policies, and organizational structures and administrative problems.
- Principles of employee management, supervision, EMDQ, and training.
- Principles and methods of fiscal management, budgetary preparation and controls, program planning, implementation and administration.

Ability to:

- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public; speak effectively in public.
- Develop effective working relationships with District Divisions.
- Direct a program of research and analysis resulting in recommendations on complex administrative issues, programs and budgetary problems.

- Analyze administrative problems, reach practical and logical conclusions and put effective changes into practice.
- Develop effective working relationships with a variety of government and community agencies, and District personnel involving all organizational levels.
- Prepare and present concise, logical, oral and written reports; and explain policy, procedures or recommendations on a wide variety of administrative issues.
- Implement principles and practices of public administration, financial management, and personnel management.
- Understand any regulatory agencies laws, rules, regulations, procedures, and policies that pertain to maintaining the operational readiness of SRFECC.
- Develop and present analytical reports.
- Conduct performance evaluations.
- Implement progressive discipline.
- Schedule and maintain 24-hour working operations.
- Conduct oneself with the highest quality of leadership and integrity.
- Communicate clearly and concisely in English, orally and in writing.
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner.
- Reason and act decisively under stressful and/or emergency situations.
- Work independently with minimum supervision.
- Perform any other duties as assigned.

DISCLAIMER

This classification is not an exhaustive statement of duties, responsibilities, and requirements.

All SRFECC Employees are required to perform other job-related tasks/functions as assigned by their supervisor.

NONDISCRIMINATION IN EMPLOYMENT

SRFECC shall not unlawfully discriminate against employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, status as a veteran or any other basis prohibited by federal, state or local law.

SRFECC shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question.