

SECTION: 104
TITLE: JOB DESCRIPTIONS/ASSISTANT DIRECTOR
EFFECTIVE DATE: MARCH 1, 2010

ASSISTANT DIRECTOR

I. GENERAL DUTIES

- ◆ Assumes the Director's responsibilities in his/her absence
- ◆ Manages the overall dispatch operations
- ◆ Approves, oversees, develops the training programs and the CTO
- ◆ Issues Directives to Shift Leaders
- ◆ Takes the minutes, prepares the agenda and provides the stats for the ETSB meeting
- ◆ Councils, employees, issues corrective progressive discipline up to suspension
- ◆ Receives and investigates complaints from citizens, employees, and public safety personnel
- ◆ Maintains addressing and maps
- ◆ Prepares and submits payroll and FICA, IMRF statements
- ◆ Prepares the employee schedule and approves all benefit time
- ◆ On call after hours and on weekends for any employee call in's, equipment problems, or personnel issues
- ◆ Prepares a monthly benefit time report to employees and Director
- ◆ Represents the department on Police, Fire and EMS committees and meetings
- ◆ Maintains SOP and creates new policy and procedures for the SOP
- ◆ Provides departmental stats for the agencies and to the Director
- ◆ Oversee along with the Director new equipment implementation
- ◆ Represents the department at Moultrie County 911 Committee meetings along with the Director
- ◆ Sits on the union contract negotiation committee along with the Director and Chairman of the ETSB to negotiate union contracts and take notes
- ◆ Hiring, orientation, testing and retaining new employees – provides documentation to Director to validate termination
- ◆ Provides reports to the Director to execute the fiscal budget and provides budget reports
- ◆ Any other duties as assigned by the Director
- ◆ Directly reports to the Director