



**COUNTY OF SUMMIT, OHIO**  
**POSITION DESCRIPTION**  
**An Equal Opportunity Employer**

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**OFFICE:** Executive Office **CLASSIFICATION:** Deputy Director  
**DEPARTMENT:** Department of Law, Insurance and Risk Management  
**DIVISION/UNIT:** Public Safety  
**WORKING TITLE:** Deputy Director - Public Safety **CODE:** 89104  
**SALARY RANGE:** \$51,313.60 - \$102,668.80  
**IMMEDIATE SUPERVISOR (TITLE):** Director  
**POSITIONS SUPERVISED (TITLE):** Grant Programs Analyst, Senior Administrator

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Pay Table: CE FLSA Status:  
Pay Grade: 04 Hourly  Salary   
Classified  Unclassified  Non-Exempt  Exempt   
Date Revised: 05/2016 Bargaining  Non-Bargaining   
Full-time  Part-time  Seasonal

Critical features of this job are described below. They may be subject to change at any time due to reasonable accommodation, compliance mandates, and/or operational management decisions.

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**JOB RESPONSIBILITIES:**

Under administrative direction; coordinates the County's Public Safety Systems and other political subdivisions; develops and processes grants on Public Safety and Criminal Justice. Advises agency on safety and criminal justice matters.

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**QUALIFICATIONS OR EQUIVALENT COMBINATIONS OF TRAINING AND/OR EXPERIENCE:**

Bachelor's Degree or higher in Criminal Justice plus ten (10) years proven experience in the field of Law or Public Administration or equivalent combination of training, education, and experience that would provide the required knowledge and abilities to perform the duties of the position as approved by Department of Human Resources. Advanced degree is highly desirable.

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**OTHER REQUIREMENTS: Required certification, license and special requirements of position (e.g., safety hazards, ability to access the various work sites, lifting, etc.)**

**Licenses:**

- Possession of valid driver's license, if utilization of a motor vehicle to perform the essential functions is required.
- Must maintain current certifications, licenses.

**Physical Demands:**

- While performing the duties of this position, the employee may be required to travel to and access the various assigned work sites, other offices and agencies.
- Job is physically comfortable. Typically requires sitting, walking, standing, bending, keying, talking, hearing, seeing and repetitive motions; use hands to finger, handle, or feel..



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- May occasionally be required to reach with hands and arms and climb or balance. The employee must regularly lift up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**Work Environment:** The Work Environment characteristics described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment and employee will regularly be exposed to normal hazards associated with an office environment.

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**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this position)

<b>Percent of Time</b>	<b>Duties</b>
40%	<p><b>In all functions of this position the Employee must maintain confidentiality of information and records.</b></p> <p><b><u>Administrative Functions:</u></b></p> <ul style="list-style-type: none"><li>• Advises the Executive on the Justice Council policy, public policy and other justice issues</li><li>• Researches issues that need to be examined, modified, added or changed</li><li>• Monitors all projects and programs for achieving goals</li><li>• Serves as liaison between various criminal justice agencies and officials</li><li>• Develops plans for a Management Information System of data collected</li><li>• Analyses system for comprehensive approaches to programs and services</li><li>• Researches needs of agencies for policy direction and budget revisions</li></ul>
40%	<p><b><u>Divisional Functions</u></b></p> <ul style="list-style-type: none"><li>• Determines and writes agendas for various strategic programs related to its criminal justice system</li><li>• Plans and researches other technical assistance to the Criminal Justice Coordinating Council and related agencies</li><li>• Ensures that criminal justice officials of the county, local municipalities and the public are informed, represented and involved in the criminal justice process</li><li>• Develops and processes grants related to public safety and criminal justice</li><li>• Coordinates grants application concerning outside vendors in regards to alternative housing and treatment of offenders</li></ul>
20%	<p><b><u>Supervisory Functions:</u></b></p> <ul style="list-style-type: none"><li>• Assigns, monitors and reviews work load to assigned staff</li><li>• Resolves personnel and unit issues</li><li>• Evaluates and discusses performance with assigned staff</li><li>• Recommends and implements disciplinary and/or commendations</li><li>• Trains or assists in the training of assigned staff</li></ul>



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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS (\***

Indicates developed after employment)

Advanced comprehensive knowledge of federal and State of Ohio mandated programs; applicable laws, rules and regulations governing program areas and components; leadership principles and practices; excellent judgement and decision-making abilities; strategic planning and implementation in a complex public agency; government structure and process\*; project management and government contracting; administrative/ supervisory/management principles and practices; program and policy analysis; management information, evaluation, and monitoring systems; budgeting techniques; federal and state laws, rules and regulations; labor relations/collective bargaining; interviewing; employee planning, training and development; organizational management; office practices and procedures\*; county\* and agency\* policies, procedures, goals and objectives; human and public relations; technical or business writing; effective verbal and written communication. Ability to understand, interpret and analyze data to arrive at valid conclusions for strategic management; apply laws, rules, regulations; adherence to professional and ethical standards, recommendations, and plans of action; prepare and/or edit annual program plans, budgets, reports and policies; manage many variables and determine specific effective action; calculate statistics, fractions, decimals and percentages; address complex and sensitive inquiries from and contacts with government officials, providers, partners, vendors, employees and general public; prepare meaningful, accurate and concise reports and standard forms; maintain accurate records; apply analytical skills, demonstrate problem-solving skills, and exercise good judgment; prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations; prepare and deliver speeches and presentations; resolve complaints; clearly and effectively communicate information in written or spoken English; use a computer to draft documents, perform research, monitor compliance matters, and communicate with other staff members and public. Ability to show respect for the opinions of others and work to ensure an atmosphere free of interruptions, difficulty, and/or discrimination; demonstrate regular and predictable attendance as specified in the Summit County Codified Ordinances and/or the Executive's Human Resource Policies and Procedures Manual; be punctual and timely in meeting all requirements of performance; beginning and ending assignments on time; develop and maintain effective working relationships with employees, government officials, clients, vendors, partners, and other external businesses or organizations. Excellent project management skills. Skill in computer operation and applications.

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