



Pinellas County Government Executive Position

Bureau Director, Safety and Emergency Services



Pinellas County, Florida • Population 949,827

Our Vision: To Be the Standard for Public Service in America



The Pinellas County Board of Commissioners

seeks a proven, exceptional Public Executive who will provide a strategic and collaborative approach to serving this community.

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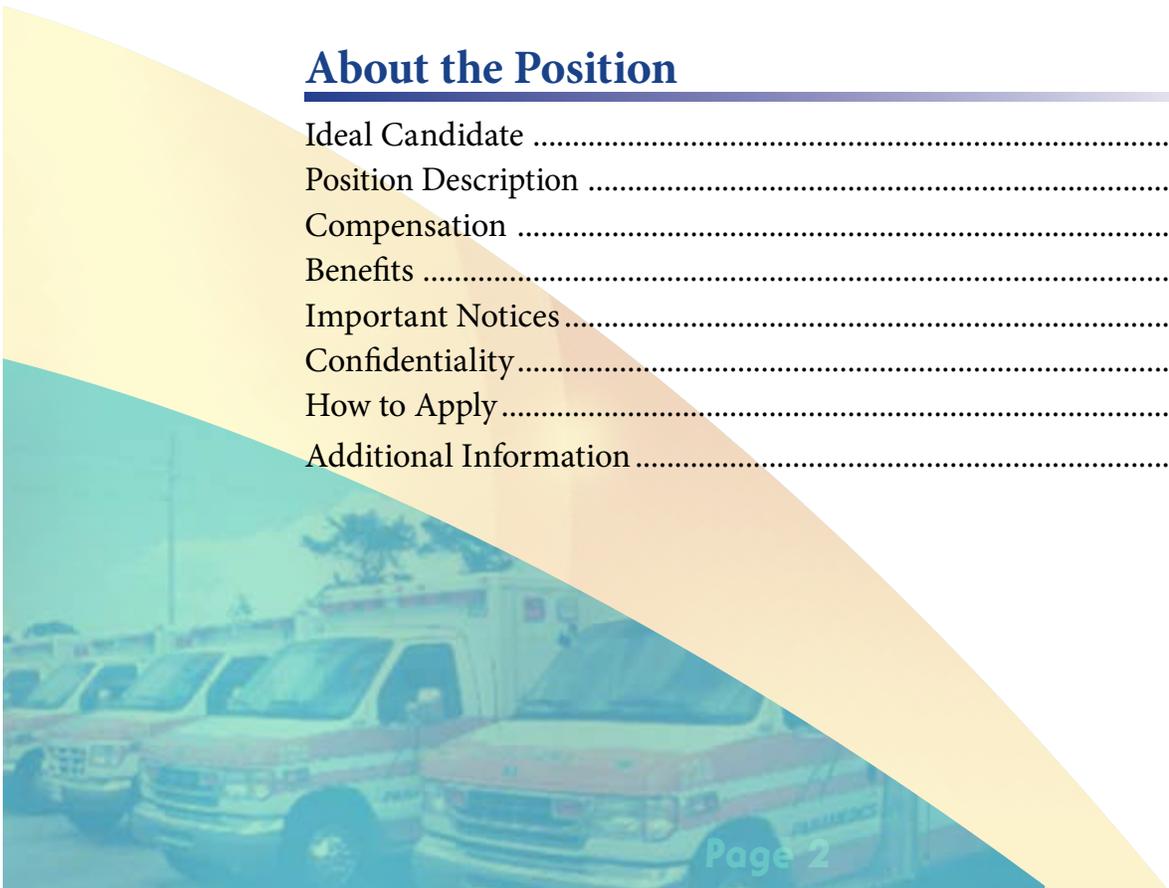
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About Pinellas County

The Community

Given its location on Florida's Gulf Coast, just west of Tampa, it would be hard to find a better place to live, work and play than Pinellas County. It offers virtually any amenity you could ask for, except hills and snow to ski on. The Tampa Bay area is the home of MLB's Tampa Bay Rays, many spring training facilities and several minor league teams, the NFL's Buccaneers, the NHL's Lightning, and several college teams such as the University of South Florida Bulls. Housing prices are reasonable, and County schools are conveniently located. Opportunities for higher education include a variety of colleges and universities.

Geography

Pinellas County (County seat is Clearwater) is located on Florida's west coast on a peninsula and is surrounded by water; bordered by the Intracoastal Waterway and the Gulf of Mexico to the south and west, Tampa Bay to the south and east, and the Anclote River to the north. From tip to tip, the County is 38 miles long and 15 miles wide at its broadest point. Hillsborough County (whose County seat is Tampa) is immediately east and Pasco County is to the north. Pinellas covers 280 square miles and, at its highest point, the elevation is 110 feet above sea level.

Weather

Pinellas County's has a subtropical climate with a definite rainy season (June through September). The remainder of the year is relatively dry. The area is occasionally affected by tropical storms and hurricanes, but the last time a hurricane directly struck the area was 1921.

Table IV: Temperatures and Precipitation in Pinellas County

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Avg. High °F	72	73	77	83	89	90	92	92	90	85	79	74	81
Avg. Low °F	54	56	60	65	72	76	77	77	75	70	65	56	67
Precipitation inches	2.3	2.8	3.4	1.6	2.6	5.7	7.0	7.8	6.1	2.5	1.9	2.2	45.8

Source: Weatherbase



About the Department

Pinellas County's Safety & Emergency Services, coordinates a diverse set of programs geared towards ensuring effective and efficient public safety for residents and visitors within the County. The department works to provide significant support – operational, technology and funding – to fire, EMS and law enforcement agencies. The Department manages these functions through various divisions, each with a specific role. Safety & Emergency Services works closely and in partnership with public safety agencies to ensure successful collaboration throughout the county. The scope of services provided includes:

- Over one million 911 and 10-digit calls received per year
- Over 164,000 EMS calls dispatched per year
- Over 170,000 ambulance transports per year
- Coverage area including 24 cities
- EMS services contracted through 18 fire departments

Safety & Emergency Services provides these services through the following programs:

Regional 911 (Emergency Communications)



This program is responsible for the 24/7 operation of the countywide emergency communications call center. The center's 911 Telecommunicators answer all 911 calls within the County.

They dispatch EMS and Fire units for "Sunstar", a countywide contracted EMS provider, and for the 18 fire departments throughout the county. The 911 telecommunicators also process all 911 and 10-digit emergency and administrative calls for the Sheriff's Office and cities contracting for service from the Sheriff.

The 911 calls for the five cities outside the Sheriff's Office jurisdiction are transferred to their police departments for processing and dispatch. In addition, the division provides management and administration of the countywide 911 communications system, including 911 phone and recording equipment and the County's 911 network at the Primary Public Safety Answering Point (PSAP), as well as five (5) Secondary PSAPs.

Radio and Technology

This program provides management and administration of the countywide intergovernmental radio and data system used for public safety communication and incident response throughout the county. The radio and data systems also support non-public safety use by the County, the City of St. Petersburg, Pinellas Suncoast Transit Authority (PSTA), the Pinellas County School District and various regional partners. The radio system is supported by towers and equipment at 10 sites, and there are more than 10,500 users operating on the system from more than 80 agencies. The program also provides a secure, countywide computer network connecting 70 remote sites to the Regional 9-1-1 Center (62 fire stations, Sunstar, seven administrative facilities and sub-Emergency Operation Centers, and two Law Enforcement Communications Centers). The County also owns and operates an EMS/Fire CAD system used in the Regional 9-1-1 Center and wireless dispatch software operating on over 285 mobile data computers in EMS/Fire and command staff vehicles.

EMS Ambulance

The EMS Ambulance program operates under the County's tradename of "Sunstar." The County contracts with one ambulance provider for all ambulance transportation to include emergencies, non-emergencies, critical care and mental health ambulance transports. Program support includes Medical Direction, Continuing Medical Education (CME), EMS Administration and Medical Supplies. The Ambulance Billing & Financial Services Division accounts for the billing and collection of fees for ambulance services. Staff follows all industry standards and government regulations in submitting charges for payment from Medicare, Medicaid, commercial insurance, hospitals, skilled nursing facilities, automobile insurance,

hospice, and other payers and uninsured patients. A membership plan is offered to help citizens defray cost of ambulance transports not covered by insurance. Ambulance billing services annually generate over \$50M in revenue.

EMS First Responders

This program, (funded from the countywide EMS Millage), accounts for the cost associated with providing first response to EMS calls. The County contracts with eighteen (18) city and independent fire departments that operate Advanced Life Support (ALS) First Responder Units. Funding is used for Firefighter/Paramedic salary/benefits, EMS equipment and vehicles. Program support includes: Medical Direction, Continuing Medical Education (CME), EMS Administration and Medical Supplies.



Fire Regional Services

This program provides administrative oversight for the countywide hazardous materials, water rescue and technical rescue response teams. The teams are comprised of specialty trained firefighters from designated fire departments. The salaries for all team members are paid by their respective departments. This program supports specialized training, equipment and vehicles.

Emergency Management

By virtue of federal, state, and local laws, this program provides the bulk of the work necessary for protection of life and property. It consists of actions and activities that prepare for, prevent, recover from, and mitigate disasters and emergencies (e.g. hurricanes, tornadoes, terrorist attacks, hazardous materials, floods, etc.) within the County.

Emergency Management staff works closely with internal department Emergency Coordinators, the Unified Personnel System (UPS) and the 24 municipalities.

About the Position

Ideal Candidate

The ideal candidate will have a “can do” attitude and a desire to work in a customer-centered business culture. We’re seeking someone who is comfortable managing multiple priorities, and interacting with executive leaders and various internal and external stakeholders. Excellent writing, proofing and computer skills are important.

We need a self-starter who can act independently while managing a broad scope of responsibilities. In this role, you’ll interact with high ranking officials, executives and managers and work on projects that require a high level of sensitivity and confidentiality.

Minimum Qualifications:

- Five years of experience providing administrative support, and business coordination in a professional office environment, or
- Associate’s degree in public administration, business administration, or a related field and three years of experience as described above
- Bachelor’s degree and one year of experience as described above, or
- An equivalent combination of training, education, and experience.

Position Description

[Bureau Director, Safety and Emergency Services](#)

provides further details about the role and responsibilities, illustrative tasks and the knowledge, skills and abilities required for this career opportunity.

Mission and Strategic Plan

[Mission, Vision and Values](#)

[Our Strategic Plan](#)

Compensation

Salary

The salary range is \$101,296 to \$153,481. The starting salary will be commensurate with the selected candidate's qualifications.

Benefits

Pinellas County offers a [comprehensive and competitive array of employee benefits](#). The County participates in the Florida Retirement System (FRS), which offers two options: Pension Plan or Investment Plan. The County also offers an optional deferred compensation (IRS Section 457) plan with a choice of four plan providers.

Important Notices

Pinellas County is an Equal Opportunity Employer, and women and minorities are encouraged to apply. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled. If you are a candidate claiming veteran's preference, please complete the [Veteran's Preference Eligibility Form](#) and email all related documentation along with your resume.

Pinellas County complies with the Americans with Disabilities Act of 1990. Requests for accommodation in the application and selection process should be made to the County Administrator's Office. Verification of need for accommodation may be required. Reasonable accommodations will be made on a case-by-case basis.

Confidentiality

Please be advised that the Florida State Supreme Court has ruled that all information supplied while making application with all state, county and municipal entities and agencies becomes a part of public record under provisions of Chapter 119 of Florida Statutes, and as such must be made available to interested parties upon specific request. Under Florida's public records act, once a candidate has submitted a resume or application, that information is public. As a practical matter, we do not anticipate press coverage of this recruitment. Hence, candidates can expect some degree of confidentiality, but it cannot be guaranteed.

How to Apply

Please email your resume and cover letter as file attachments to [Jack Loring, Workforce Development Manager](#)

Additional Information

[Pinellas County Government](#)

[Safety and Emergency Services](#)

[County Organizational Chart](#)

[Pinellas County Budget](#)

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