



Director of Public Safety

Department: Public Safety

Revised: November 2025

DESCRIPTION

Reviews and evaluates public safety conditions and requirements; plans, directs, and coordinates operations of public safety for Lycoming County. Areas of operational responsibility include the Lycoming County 911 Communications Center, Lycoming County Emergency Management Agency, Lycoming, Tioga, & Sullivan Emergency Medical Services Council, and select committees on the North Central Task Force.

Provides leadership, technically sound good judgment and day-to-day leadership responsibilities for all activities in the aforementioned areas relating to compliance requirements, developing and enforcing operating policies and procedures, and assuring the development and implementation of projects and programs to achieve the County's strategic goals.

Guides the development of comprehensive emergency plans to assure the County is prepared to initiate and deliver required services to prevent, mitigate, prepare, respond and recover from impending natural and manmade emergencies. Coordinates and exercises plans and assures County readiness to perform operations in support of higher-level authorities, as required, whenever a federal and/or state disaster is declared.

Performs duties under the general supervision of the Director of Management Operations.

SPECIFIC DUTIES

- Remains vigilant of current situation and threat conditions by maintaining reliable communication and effective coordination with federal/state agencies and with regional law enforcement, fire and emergency medical response organizations.
- Keeps key County leaders apprised and provides timely recommendations in matters of public service and public safety.
- Identifies and coordinates Emergency Operations Center requirements with County departments to assure full 24/7 staffing by trained personnel.
- Prepares, coordinates and exercises regularly short and long-range County plans for public safety response to all required emergencies.
- Reviews public safety plans continuously to ensure compliance with state and federal guidelines.
- Develops annual capital and operating budgets for each DPS cost center in conjunction with internal managers; presents for approval by supervisors. Monitors expenditures and initiates timely action to preclude exceeding established allocations.
- Meets regularly to coordinate activities of the Lycoming County Fire Chiefs Advisory Board, Law Enforcement Advisory Board, Regional EMS Council and other agencies to assure accomplishment of annual County goals and objectives for public safety.
- Remains alert to pending or proposed changes to public services or public safety legislation; prepares recommended input to support or address concerns. Initiates coordination with agencies impacted by proposed legislation and gathers facts and information to validate input.

- Ensures public safety technology projects are coordinated with all internal divisions/offices, other County departments and all external agencies that are impacted.
- Participates in planning for maintenance and improvements at the Lysock View Complex and facilitates coordination among all tenant organizations.
- Perform other duties as assigned by the Director of Administration.
- Coordinates annual updates to the County's Continuity of Operations plan (COOP)
- Coordinates for programs/projects to improve the delivery of emergency service delivery models.

SUPERVISION

Directly supervises Deputy Director/Communications Manager, Emergency Management Agency Manager, Emergency Medical Services Program Manager, and the Clerk IV DPS Clerical position.

WORKING CONDITIONS

Work performed in normal office surroundings, and occasionally during exercises or in emergencies, at field sites. Required to be on-call 24 hours a day. Occasional travel to local and out-of-town meetings may be required. Occasional exposure to incidents involving natural and manmade emergencies.

JOB REQUIREMENTS

- Bachelor's degree in Emergency Management, Public Health or a related field, AND a minimum of eight (8) years' experience in public administration, business, law enforcement or public health/hospital administration.
- Demonstrated successful performance in position of leadership responsibility.
- Established experience in emergency planning, law enforcement, fire or emergency medical services, with proven ability to integrate various emergency services activities into a successful and coherent program.
- Possession of or ability to obtain NIMS (National Incident Management System) certification.
- Proven ability to integrate staff-developed programs with field users.
- Ability to communicate effectively, both verbally and in writing
- Possession of or ability to obtain PEMA Basic County level certification within 2 years of employment.
- Proficient in the use of personal computer, laptop, PDA, fax machine, pagers, radio systems, etc.
- Working knowledge of Microsoft products/programs.
- Must submit to a background and criminal history check, and must be finger-printed and have prints sent to the FBI Identification Division through the State Identification Bureau.
- Must submit to and pass a Drug and Alcohol screen per County policy.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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