

# SOUTH EAST REGIONAL EMERGENCY SERVICES AUTHORITY (SERESA)

Task List of:

## **DEPUTY DIRECTOR**

**Supervised By:** SERESA Executive Director

**Supervises:** SERESA Supervisors

*The Deputy Director will be expected to carry out tasks with orderliness, resourcefulness and responsibility using the ability to prioritize in accordance with the urgency of the task.*

- Assists with Cares Data Entry
- Payroll
- FOIA Releases / Laws
- Processes Invoice Payments
- Oversee/Approves all Hiring Process Activities, Establish Time Frames
  - Orientation
  - Testing
  - Interviews
  - Backgrounds
  - Director Interview
  - Final Screenings
- Creates/Revises policy
- Prepares Reports
  - Fire/Law Reports
  - Macomb County Oversight Committee
  - State of Michigan Training Grant
- Maintain Email System
- Oversee all daily operations
  - Scheduling – Final approval and changes when supervisor not present
  - Staffing Levels – Review and changes of all staffing levels, staff and maintain overtime of supervisors
  - Quality Improvement Programs – Assist QA Supervisor with development of forms/new ideas / education
  - Training Programs – Provide guidance and oversight to the Training Supervisor. Approve all significant training and all sponsored training
- Develop and Implement Public Education Program
- Conduct / Review Background Investigations on Applicants
- Maintain and Enforce Risk Management Program
- LEIN TAC/LASO
- Radio Update Maintenance
- Review all Incoming Complaints and provide regular reports to Director
- Oversee and Develops Training Program:
  - Maintains Standards
  - Oversee all CTO activity
- Other duties as assigned