



The VILLAGE OF

BALD HEAD ISLAND

Invites Your Interest in the Position of

PUBLIC SAFETY DIRECTOR



The unique barrier island community of Bald Head Island at the southeasternmost point of the NC coast is seeking a progressive, innovative, community-minded leader to serve as its next **Public Safety Director**. This **Public Safety Director** oversees and manages the island's public safety department, including fire, rescue, police, and EMS (paramedic level). The department's public safety efforts include fire prevention and suppression, emergency medical response, treatment and transport at the advanced lifesaving level, law enforcement, and a wide variety of rescue services, including swift water, high angle, and confined space rescue for the village. Utilizing their prior experience and expertise, the next **Public Safety Director** will advance the department's emergency response efforts by implementing short- and long-term strategies to improve equipment, planning, preparedness, and command protocols and procedures.

The Village of Bald Head Island desires a candidate who:

- has experience overseeing public safety operations and serving as incident commander in a similar jurisdiction with retirement, tourist/resort-style communities;
- maintains a diverse skillset in the areas of firefighting, law enforcement, emergency management, and medical service;
- will be equally invested in the position and the community and demonstrate passion and expertise in creating and maintaining a community policing philosophy;
- is a highly-effective problem solver and swift to make strategic decisions in emergencies;
- can balance effectively overseeing operations, motivating, and encouraging a team, while also ensuring accountability and quality service delivery; and,
- is a selfless, humble professional eager to immerse themselves in a coastal community to build and maintain trusting, credible relationships with community members and visitors.

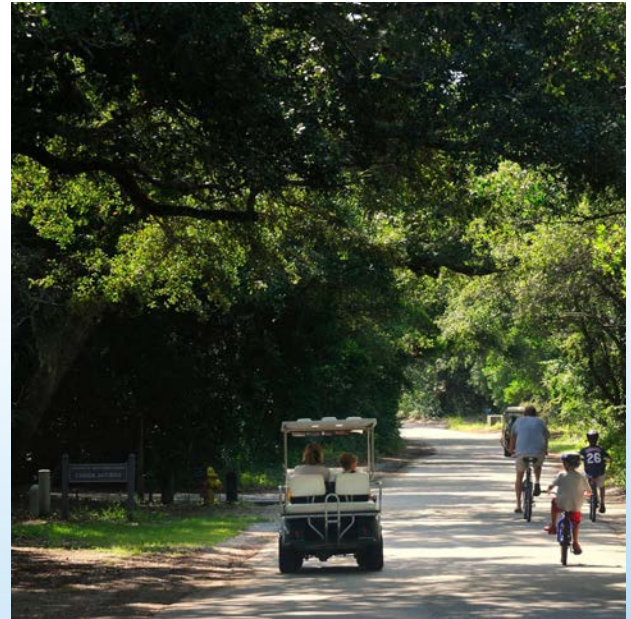
Old Baldy, the island's iconic lighthouse, has stood watch over the 12,000-acre island since 1817.



About the Community:

The fragile Bald Head barrier island is about 3 miles across the Cape Fear River from Southport, NC. It contains four ecosystems: beachfront, dune ridge, maritime forest, and marsh. This close-knit community strives to live in harmony with nature, each other and its island visitors, respecting the land and its serene way of life. Bald Head Island is home to approximately 220 full-time residents, consisting of 12,000 acres, featuring 14 miles of pristine beaches, tidal creeks, dunes, and maritime forest. Most of the Island's available acreage (10,000 acres) is protected from development, while 2,000 acres (or 16%) are available for development. Village leaders are committed to preserving and protecting the Island's precious assets. Homeowners Associations help ensure architectural integrity and provide covenants to maintain and protect property values.

Attracting approximately 300,000 visitors annually, Bald Head Island is the perfect place to explore for a day or the ultimate relaxation spot for a vacation. With no bridge, most visitors and residents access the Island through a 25-minute ferry trip from the Deep Point Marina – just four nautical miles from the Island. Bald Head Island Transportation, Inc. operates the passenger ferry, which departs from the mainland every half-hour daily. The Island also uses a tram service to provide convenient transportation from island homes to the ferry terminal. Community members and visitors enjoy cruising around the Island on foot, by bicycle or electric transportation such as golf carts, electric scooters, skateboards and bicycles (all requiring a valid driver license and helmets).



Golf carts and bicycles are popular modes of transportation on the island. With no bridge to the mainland, most visitors and residents use the passenger ferry, which departs every half-hour daily.



Formed in 1817, Bald Head Island features many historic landmarks, including [Old Baldy](#), the island's iconic, stout brick lighthouse and the oldest standing lighthouse in North Carolina. The [Oak Island Lighthouse](#) was the last lighthouse built in the state. Visitors love viewing life-size replicas of marine animals at the [Museum of Coastal Carolina](#), learning about the maritime history of the Island at the NC Maritime Museum, and exploring how nature and science collide with interactive exhibits at the [Ingram Planetarium](#), all of which are located in nearby Brunswick County.

An abundance of wildlife on the island includes nesting loggerhead turtles, alligators, deer, foxes, and more than 200 species of birds. From redfish and flounder in the creeks to dolphin and king mackerel in the Gulf Stream, fishing opportunities abound in Bald Head Island's waters. Additional activities on the island include crabbing, canoeing, fishing, kayaking, surfing, tennis, running, cycling, nature walks, and historic tours.



With plenty of sandy beaches, lush maritime forests and meandering creeks, Bald Head Island provides ample opportunities for nature lovers to relax and enjoy the outdoors.



A short hike into the 200-acre Bald Head Woods Reserve leads to the towering centuries-old Timmons Oak, still standing strong despite a hollowed-out trunk. Along this path, the opportunities to spot white-tailed deer and other wildlife are numerous.

About the Organization, Department and, Position:

The Village of Bald Head Island is a chartered municipality operating under a Council/Manager government. Bald Head Island's [FY 24 budget](#) of \$15.2 million supports a team of 75 full-time employees across 12 departments. The Bald Head Island's Department of Public Safety ensures the safety and well-being of the Island's residents, employees, and visitors, as well as the security and safety of the properties on the island. The Department's Command staff (two Captains) oversee four shifts led by a lieutenant, with a minimum of five Public Safety Officers on duty 24 hours a day and seven days a week. All Public Safety Officers must be trained in water rescue and certified in law enforcement, firefighting, and as an EMT or paramedic.

The Department's fleet includes three fully equipped fire engines, two emergency ambulances, and a mini ambulance for use on narrow roads and bridges. Two jet skis, a 16-foot zodiac with a 60 HP engine, and a Jon boat for use in the marsh facilitate the island's water rescue efforts. An ATV and a UTV are available for use in beach rescue. Public Safety Officers patrol in the two Quick Response Vehicles equipped with various supplies for first response to medical emergencies, fires, water rescue, and law enforcement.

Reporting to the Village Manager, the **Public Safety Director** develops and manages the department's \$3.5 million budget and oversees 26 FT Public Safety Staff, 1 Administrative Assistant, and 5 Reserve/PT Officers. The **Public Safety Director** supervises three staff (Administrative Assistant, Public Safety Captain – Law Enforcement, and Public Safety Captain – Fire/

EMS). This position also works closely with the department's 25 volunteers who assist with medical emergencies, firefighting, and water rescue. The Administrative Assistant to the Director handles ICE permits, golf cart registrations, general office duties, and clinic registration during the summer season.

In addition to overseeing all functions of Bald Head Island's public safety department, the **Public Safety Director** is also responsible for research, policy, procedure development and management, and coordination of departmental fire, law enforcement, and emergency medical programs with various other emergency service jurisdictions. The **Public Safety Director** must respond to all significant alarms and fire calls and may take com-



Among the responsibilities of the Public Safety Director is responding to all significant alarms and fire calls.

mand of fire ground operations. Serving as designated village safety officer, the **Public Safety Director** conducts accident investigations and manages the village's substance abuse policy administration. Additionally, the **Public Safety Director** serves as emergency management coordinator for the village and coordinates emergency preparedness, FEMA applications for reimbursement for storm damage, media relations with the Village's Public Information Officer, and related activities.

Key Position Priorities:

- Determine the strategic direction, mission, and vision of the department by conducting community, environmental, and organizational needs/risks assessments and evaluating department assets (such as equipment and facilities); Implement changes to ensure consistent quality service delivery, safety of all community members, and responsible growth of the department.
- Establish and maintain a positive working culture of respect, excellence, and accountability where autonomy and feedback are equally valued, and employees are united around common goals.
- Evaluate the department's structure, staffing, training, and promotion programs, standard operating procedures, policies, and practices; Implement best practices, maximize skills and talents of the team, and recruit and retain highly-skilled employees to ensure consistency and continuity across the department and alignment with the organization and community's safety goals/priorities.
- Assess the department's volunteer program and implement changes to improve consistency, accountability, and quality control among all volunteers.

Qualifications:

Requirements include:

- Graduation from an accredited college or university with a degree in criminal justice, fire science, public administration, emergency services, or related field with 5 – 7 years of progressively responsible law enforcement experience, including administrative and command work at the rank of Captain or higher. *
 - *An equivalent combination of education and experience may be considered.
- Certification as a Law Enforcement Officer by the North Carolina Justice Training and Standards Council. Prefer possession of Advanced Law Enforcement certification.
- Possession of North Carolina Firefighter and Rescue Technician certification. Possession of North Carolina EMT or higher-level credential.
- Successful completion of NIMS 100, 200, 300, 400, 700, and 800.
- Possession of a valid North Carolina driver license or the ability to obtain a valid NC driver license within 60 days of relocating to NC.
- Work after hours, on weekends, and on holidays may be required in emergency incidents.

One of the key position priorities for the new **Public Safety Director** will be to build a cohesive relationship between the community and department through education, community immersion and organizational standards.



The Successful Candidate:

- has extensive knowledge of:
 - the principles and practices of fire, rescue, law enforcement, and advanced lifesaving emergency medical service management;
 - modern firefighting practices, methods of equipment use, National Fire Protection Association Codes and references, applicable standards, and guides;
 - hazards associated with firefighting and EMS response and the necessary precautions;
 - local government budgeting, purchasing, and personnel policies and procedures; and,
- cooperates with other law enforcement and emergency agencies;
- implements innovation in the department's use of technology;
- effectively and transparently uses data to inform and educate village leaders and the community on trends and response times, etc.;
- demonstrates teamwork, public speaking, meeting facilitation, and customer service excellence in public safety operations;
- utilizes modern and practical management principles and practices regarding communication, hiring, training, motivation, performance coaching and evaluation, and team building;
- effectively prepares and manages operating and capital budgets and pursues grant development and other fund opportunities to support the department's budget;
- demonstrates the knowledge and understanding needed to oversee and prepare State, Federal, and local reports;
- possesses general knowledge of hazards common to the various types of construction and the storage of flammable materials and explosives with the ability to identify potential fire hazards of the structures in the village;
- is aware of legal and effective personnel and supervisory practices, including relevant laws, regulations, and court cases;
- understands Mutual Aid Benefits and Limitations;
- is trained and skilled in the use of firearms and other police equipment and the application of self-defense and de-escalation tactics;
- has demonstrable experience exercising sound judgment and reacting effectively in emergencies;
- utilizes effective verbal and nonverbal communication skills with the ability to prepare clear and concise reports analyzing departmental operations;
- employs effective interpersonal skills when dealing tactfully and firmly with the public and establishing and maintaining effective working relationships with village employees, governmental officials, and the public, and,
- shows a commitment to their physical, emotional, and psychological health and overall well-being.

Salary and Benefits:

The salary range for this position is \$96,430 (min) - \$137,758 (max). Salary commensurate with qualifications and experience. The Village of Bald Head Island, NC, offers a comprehensive benefits package including medical, dental, vision, disability, 401k, Local Government Retirement, life insurance, and tuition reimbursement.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates/jobs/4182567/public-safety-director-bald-head-island-nc?pagetype=jobOpportunitiesJobs>.

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the Village of Bald Head Island, NC employment application portal, nor any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **September 25th, 2023**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **October 24th – 25th, 2023**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct inquiries to: hiring@developmentalassociates.com.

The Village of Bald Head Island is an Equal Opportunity Employer.



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select “Client Openings,” and scroll down to “Important Information for Applicants.”