

SIRCOMM 911 Director Job Description

GENERAL STATEMENT OF DUTIES:

Supervises and directs the activities of SIRCOMM and does related work as required. SIRCOMM is an affiliate of all emergency services agencies supported by SIRCOMM. However, the Director reports directly to the Joint Powers Board.

DISTINGUISHING CHARACTERISTICS OF THE POSITION:

The Director has the full responsibility for the operation of the combined police, fire and emergency medical services dispatch center having additional responsibility to various Public Works and County Disaster Service agencies. Supervision is exercised over the work of Deputy Director and all other employees of the Center. The work is performed in accordance with the policies, procedures and other orders, written or verbal. The work of the Director is reviewed through observation of activities and evaluation of effectiveness by the Joint Powers Board.

EXAMPLES OF WORK:

The following tasks are typical for this position. The Director may not perform all of these tasks and/or may perform similar tasks not listed here. This list of duties is illustrative and used to provide examples only.

- Plans, directs, coordinates, manages and supervises the activities and personnel of SIRCOMM.
- Inspects the work of the SIRCOMM Deputy Director and other subordinates by personal observation and through written and oral reports.
- Evaluates subordinate personnel on their performance, attitudes, abilities and leadership.
- Provides counseling and guidance to personnel.
- Prepares and/or directs the preparation of such reports, records or analysis to ensure the efficient operation of SIRCOMM.
- Promotes good relations and coordinates the exchange of information between the various state, county and city agencies relative to the operation of SIRCOMM and those user agencies.
- Prepares the annual budget and administrates the budget as it pertains to the law enforcement, fire, and emergency medical service communications functions.
- Directs and coordinates the training functions of SIRCOMM.
- Formulates and coordinates long range plans for continuing efforts related to improving the communications processes.

- Performs other tasks and assumes those responsibilities as may be approved by the Joint Powers Board

- **Qualifications (Required):**

- A minimum of three (3) years of progressively responsible management experience
- Managerial maturity, experience, self-confidence, and strength of personal convictions to assertively provide administrative leadership, insight, counsel, and recommendations to a governing board and/or staff, to effectively guide and grow an organization
- Ability to analyze and present data, operational requirements, and financial information into an easy-to-understand format for evaluation
- Experience in the development and management of a comprehensive budget and conscientious management of funds, with attention to detail of payroll, accounting and expenditures
- Experience in evaluating organizational structure, staffing, and operations
- Experience in maintaining a highly responsive, efficient, productive, and high morale workforce
- Possess strong and successful experience in executive management and supervisory direction, employee motivation, performance review and development
- Experience in short-range and long-range strategic planning that addresses operation, administration, and financial planning

- **Qualifications (Preferred):**

- Five or more years of progressively responsible experience in public safety communications, in a primary Public Safety Answering Point (PSAP), with a minimum of three (3) years of progressively responsible management experience within a PSAP **or** other emergency service organization
- Demonstrated ability to work effectively with elected and appointed officials, as well as public safety groups, community groups, legal advisors, and the general public
- Experience in setting a positive example as an advocate for an emergency dispatch center, **or** other organization, with a focus on responsiveness to community and individual concerns
- Experience in developing and maintaining positive and effective inter-jurisdictional working relationships with stakeholder agencies and organizations that interact with an emergency dispatch center

- Knowledge of law enforcement, fire, and emergency medical service operations and experience with quality management techniques

Salary Range \$72,000-\$82,000 annually

Submit application, along with an introductory cover letter, a resume detailing your experience, and three (3) professional references as instructed in follow-up communication from employer.

Or, send message of interest to mariann@sircomm.com and an application will be provided to you.