

JOB POSTING

ALCONA COUNTY 911 DIRECTOR

JOB DESCRIPTION:

The Alcona County 911 Director position is a Full-Time position that operates under the direction of the 911 Authority Board. The director is responsible for the Central Dispatch staff that operate an enhanced 911 emergency telephone system and dispatch all police, fire, and emergency medical services in Alcona County. The director is also responsible for all administrative functions of Central Dispatch including financial and personnel management and preparation and administration of the budget. Further, the Director develops, implements, and administers applicable policies and procedures, as well as necessary staff training.

JOB DUTIES:

- Selects and assigns staff to Central Dispatch, ensuring equal employment opportunity in hiring and promotion.
- Coordinates work assignments and scheduling for Central Dispatch staff.
- Evaluates and verifies employee performance.
- Identifies staff development and training needs.
- Ensures that proper labor relations and conditions of employment are maintained.
- Participates in employee grievance procedures.
- Monitors, directs, and participates in emergency dispatch work.
- Oversees and ensures the maintenance of recordkeeping and/or filing systems for Central Dispatch.
- Ensures work product quality control of Central Dispatch.
- Complies with FOIA requests.
- Prepares electronic media for evidentiary purposes.
- Interprets existing and proposed laws, policies, and procedures as they relate to Central Dispatch.
- Maintains favorable public relations.
- Performs other related work assignments.

ADDITIONAL JOB DUTIES:

- Performs administrative services in the areas such as budgeting, Information Technology, and human resources.
- Serves as a liaison with local, state, and federal agencies on matters relating to emergency dispatch operations.
- Participates in contract negotiations with staff.

- Obtains and maintains proficiency as an emergency dispatcher and provides that service on an “as needed” basis.
- Prepare and post notices and agendas for 911 Authority Board meetings in compliance with the Open Meetings Act.
- Attend all 911 Authority Board meetings.
- Scribe all meetings to prepare minutes for 911 Authority Board, for the permanent record, and County Clerk.

JOB QUALIFICATIONS:

- Knowledge of administrative management, including staffing, training, office procedures, and reporting.
- Knowledge of personnel practices.
- Knowledge of training and supervisory techniques.
- Knowledge of labor relations, collective bargaining agreements, personnel directives and equal employment opportunity policies.
- Ability to instruct, direct, and evaluate employees.
- Ability to identify training needs and initiate appropriate training methods.
- Ability to maintain favorable labor relations.
- Ability to organize and/or plan recordkeeping and/or filing systems.
- Ability to communicate effectively.
- Ability to maintain composure under stressful conditions.
- Ability to quickly and accurately make decisions involving life threatening and/or other emergency conditions.
- Ability to read maps and to effectively direct emergency and/or personnel to locations of crimes or incidents.
- Ability to understand, prepare, and oversee a financial budget.

COMPENSATION:

Pay: \$50,000 to \$60,000 salary

Retirement: Defined Contribution

Health Insurance: Priority Health