

Morgan County 911

Job Description

Job Title	Director
FLSA Designation	Exempt
Pay Grade	\$69,923 – \$102,684
Effective Date	May 17, 2018

General Statement of Duties

Serves as the Director for the Morgan County Emergency Management Communication District (MCEMCD); performs related work as required.

Distinguishing Features of the Class

Under the general supervision of the 9-1-1 Board manages the MCEMCD Central Dispatch Center and oversees all of its activities and functions. Significant leeway is granted for the exercise of independent judgment and initiative. Works closely with the Dispatch Stakeholders and local government representatives to ensure that all police, fire and EMS agencies operating in Morgan County receive the necessary services required to ensure the safety of all residents and responders. The Director is required to be on call 24 hours per day, 7 days per week for emergency communications problems. Reports to the MCEMCD 9-1-1 Board.

The Director is employed on an at-will basis. As an at-will employee, the Director is not employed for any specified length of time. Either MCEMCD or the Director may terminate the Director's employment at any time, with or without cause. MCEMCD is an Equal Employment Opportunity Employer. The Director will follow this policy of non-discrimination in all decisions regarding MCEMCD employees.

Examples of Essential Work (Illustrative only)

- Plans, organizes and directs the activities of the MCEMCD and its communications, electronic facilities, programs, equipment and personnel.
- Appoints, assigns, supervises, disciplines or terminates MCEMCD employees.

- Supervises and directs the preparation of the MCEMCD annual operating and capital budgets for review and approval by the MCEMCD Board and administers the approved budgets.
- Supervises the planning, acquisition, construction, maintenance and operation of the MCEMCD communications equipment and services.
- Insures that all systems, programs, and equipment meet the MCEMCD needs in the most economical manner consistent with budget limitations, sound engineering practices, operational procedures and FCC Rules and Regulations.
- Responsible for managing the countywide radio system including dispatch and tower equipment.
- Responsible for bidding and compliance with contract of ambulance service in unincorporated area and certain towns.
- Attends all meetings of the MCEMCD Board and the Dispatch Stakeholders and assists each entity as necessary.
- Analyzes and makes recommendations on policies and procedures for a more effective emergency call taking and public safety dispatching operation.
- Directs the development, implementation and coordination of training for MCEMCD personnel to maintain technical competency and familiarity with equipment, policies and procedures.
- Represents the MCEMCD in meetings and contacts with local, State and Federal organizations; the Federal Communications Commission and the various public safety frequency groups.
- Assigns work to all other MCEMCD employees to insure operational concerns are met.
- Other duties as assigned by the MCEMCD Board.

<h3>Required Knowledge, Skills and Abilities</h3>
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- Knowledge of the practices and trends in public safety and emergency communications operations and administration.
- Thorough knowledge of 9-1-1 programs, policies and procedures.
- Knowledge of the principles and operations of emergency telephone networks and business telephone systems.
- Knowledge of Federal Communications Commission Rules and Regulations pertaining to the operation of public safety dispatching centers and related radio equipment.
- Knowledge of the principles of personnel management and supervision.
- Ability to read, write, spell, and speak in clear and concise English.
- Ability to deal tactfully with the public and other employees.
- Ability to establish and maintain cooperative working relationships with other representatives of management, public safety agencies, a variety of local and federal agencies, subordinate staff and others contacted in the course of work.

- Ability to supervise a highly trained staff and make operating decisions pertaining to the assignment of personnel and work.
- Ability to evaluate the MCEMCD needs and present them clearly and concisely.

Required Special Qualifications

- A Bachelor's Degree from an accredited college or university is required. A Master's Degree from an accredited college or university with major course work in Public Administration, Emergency Management, or closely related field is preferred.
- 10 years of increasingly responsible experience in the supervision of a professional staff and the management of a public safety operation at the policy making level.
- Ability to pass a full police background investigation and drug screening test.
- Ability to obtain ACJIC Terminal Operator certification.
- Ability to obtain Public Safety Telecommunicator 1 certification.
- Ability to obtain Emergency Medical Dispatcher certification.
- Ability to obtain Emergency Number Professional Certification.
- Ability to obtain CPR certification for infants, children and adults.
- Possess a valid driver's license authorizing the operation of a motor vehicle within the state of Alabama.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, which permits the employee to communicate effectively in emergency situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to operate and monitor a computerized communications system;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard, several phone lines and other communications equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to operate in the communications center environment.

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice."