

## **Morgan County Communications District is seeking an E 911 Executive Director**

### **Full-time / Salary range starting @ \$57,000 per year**

Qualifications include but not limited to:

- Develop and/or recommend policy proposals/revisions
- Presents information to civic groups, business organizations, etc
- Knowledge of state of Tennessee laws and regulations
- Knowledge of Geographic Information Systems (GIS) or CAD concepts and functions
- Skill in the use of Microsoft Windows, Excel, and Word or similar software
- Skills in complex software or management information systems
- Skill in operating standard office equipment
- Skill in problem-solving, decision-making, and making recommendations
- Skill in oral and written communication
- Must be able to pass a background check (i.e. no convictions or plea of guilty or nolo contendere, to any felony charge)
- Must possess a valid Tennessee driver's license.
- Must be 21 and a citizen of the United States
- Must pass routine drug screen
- ICS 100,200,300,400,700 and 800 Certifications
- The work is typically performed while standing or walking for long periods
- The employee must lift 25 pounds or more, reach with arms and hands, and be able to stoop, kneel, or crouch

Responsibilities/Job description include but not limit to:

- The director must ensure that 911 Center employees respond to incoming calls promptly, ask the proper questions expeditiously to determine what resources to deploy, and then ensure that those resources are summoned to the correct location without delay. Under general direction, administers, plans, coordinates, and manages the operations and activities of the 911 Emergency Communications Center.
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- Under general direction, administers, plans, coordinates, and manages the operations and activities of the 911 Emergency Communications Center
- Develops and directs 911 Communications Center projects; supervises 911 Telecommunications and Radio operations
- Supervises assigned personnel
- Oversee disciplinary actions
- Oversee the daily operations of the 911 Communications Center and the allocation of personnel & resources
- Receives and evaluates complaints & suggestions from citizens, external sources, and employees
- Serves as the primary point of contact for industry partners that provide tools, equipment, training, and other resources
- Completes, reviews, and submits performance evaluations
- Participates in making decisions regarding recruitment, selection, and hiring of personnel
- Report progress to the organization's executive team
- Oversees radio equipment issues (purchase recommendations, installation, inspection, maintenance, etc)
- Oversee, plan, and implement major programs and services for the organization
- Secures and maintains records of emergency calls received and dispatched
- Formulates & submits recommended operating budget each fiscal year
- Make decisions that could lead to major community or organizational consequences
- Perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills
- Provides public safety communications and dispatching services for Police/Fire and EMS, as well as other public safety agencies in the area
- Provide efficient services using complex communications hardware and software
- Oversee numerous functions and staff
- Responsible for determining policies and procedures that will ensure the success of our operation
- Interact with citizens, and elected officials regularly
- Ensure that the principles and objectives of the elected officials are implemented efficiently and effectively

- Establish policies for using, acquiring, and/or maintaining technology systems
- Create and guide the implementation of capital improvement plans or programs
- Create plans for and guide the implementation of new technology systems