



NOW HIRING: Executive Director – Henry County Emergency Communications District (911)

Location: Paris, Tennessee

Application Deadline: Open Until Filled

The **Henry County Emergency Communications District (ECD)** is seeking a highly qualified and motivated individual to serve as its **Executive Director**. This leadership role oversees all administrative, operational, and technological aspects of the county's 911 system, ensuring that residents and visitors receive prompt and accurate emergency services.

Position Summary

The Executive Director is responsible for the overall management of the Henry County ECD and Central Dispatch operations. This includes supervision of staff, budgeting and financial oversight, technology systems management, addressing and road naming, policy development, and compliance with all relevant state laws, TECB rules, and District policies. The Director is also responsible for all equipment at the 911 center and backup facility. The Director reports directly to the ECD Board of Directors.

Key Responsibilities

- Lead and manage daily operations of the 911 center and administrative office.
- Supervise staff, ensure proper training, and uphold personnel and employment policies.
- Oversee and maintain all 911 technologies, including CAD, phone systems, Rapid-SOS, recorder systems, software, hardware, and backup systems.
- Prepare and manage the annual budget; present financial statements to the Board.
- Maintain accurate District records and ensure all financial and legal requirements are met.
- Coordinate addressing duties: assign new addresses, maintain addressing databases and boundaries thru the GIS program, and ensure compliance with state standards.
- Work closely with law enforcement, fire, EMS, and emergency responders to maintain accurate response plans.
- Maintain professional memberships and stay current with industry standards and best practices.
- Serve as the primary point of communication for the public, vendors, and partner agencies.

Minimum Qualifications

- Experience in emergency communications, public safety administration, or local government leadership.
- Strong leadership, communication, and organizational skills.
- Knowledge of budgeting, personnel management, and technology systems.
- Proficiency with Microsoft Office and basic office operations.
- Knowledge of Tennessee Emergency Communications Board policies and T.C.A. codes preferred (may be learned after hire).
- Bachelor's degree in Public Administration, Emergency Management, Communications, Business, Computer Science, or related field preferred — **or equivalent experience** in emergency communications or public safety administration.

Work Environment

- Full-time role supervising a 24/7 operation.
- Occasional travel for meetings and training.
- Requires regular attendance, periods of sitting/walking, and occasional lifting up to 30 lbs.

How to Apply

Submit a resume, cover letter, and references (minimum of three) and a release of information form to:

Henry County Emergency Communications District

Attn: Director Mark Archer
204 N. Brewer St.
Paris, TN. 38242

(731)642-0911

mark.archer@henryco911tn.gov

One year residency requirement: You will need to establish a Henry County residency within one year of your hire date.

The Henry County Emergency Communications District is an equal opportunity employer.