



TIPTON COUNTY EMERGENCY COMMUNICATIONS DISTRICT(E-911) HAS AN IMMEDIATE
OPENING AND IS NOW ACCEPTING APPLICATIONS FOR THE POSITION OF:

911 DIRECTOR

220 HIGHWAY 51N, SUITE 4 (BACK OF BUILDING)
COVINGTON, TN 38019

This position is an Exempt Employee Status

Tipton County E911 is a consolidated dispatch center for all of Tipton County and the Municipalities within. Our mission is to serve as a vital link between citizens and the emergency responders of Tipton County by providing emergency and non-emergency services in a prompt, courteous, and efficient manner. The Tipton County E911 provides this public service 24 hours a day, 7 days a week, and 365 days a year.

*****All applications are subject to public disclosure*****

SALARY: \$60,000 - \$64,000 Annually
ISSUE DATE: 01/04/2022
FINAL FILING DATE: 01/21/2022 12:00 Noon

POSITION:

The Tipton County Emergency Communications Director is responsible for staffing, supervision, direction, training, and administration of the consolidated E911 Communications Dispatch Center in Tipton County. The Director will work closely with Law Enforcement, Fire, EMS, Rescue, and Emergency Management personnel to ensure the highest quality of emergency services are provided to Tipton County. This position requires a high level of responsibility, flexibility, attention to detail, ability to work under pressure, and maintain privacy and confidentiality in a 24hr/7-day operation. The salary for this position will be dependent upon experience and qualifications.

ESSENTIAL DUTIES:

- Must become familiar with the Tennessee Emergency Communications Board Budget Standards.
- **Full Job description will available on website tiptonco.com**

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or Technical Center Degree in Communications
- High School Diploma or G.E.D.
- Training in supervisory and management practices.
- Valid Tennessee Driver's License
- Five (5) years in performing public safety (Law Enforcement, Fire, EMS) dispatching duties, which include telephone, complaint-taking duties utilizing multi-position logs or computer-aided dispatch and Enhanced 911.
- Three (3) years in a supervisory position and management practices.
- Criminal Background Check will be required before Interviewing.
- Substitution of equivalent combination of training, experience and Education, which provides the required knowledge, skills and abilities of this position will be considered.

NOTE: All employees of Tipton County Emergency Communications District shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment.

TIPTON COUNTY EMERGENCY COMMUNICATIONS DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN OR HANDICAP STATUS.

*****An incomplete application or missing required documents may result in disqualification*****

APPLICATIONS MAY BE PICKED UP AT THE ABOVE LOCATION OR DOWNLOADED AT www.tiptonco.com