

9-1-1 EXECUTIVE DIRECTOR

DEFINITION: Under general direction of the Board of Directors of the Cumberland County Emergency Communications District (ECD) to provide leadership for the managerial, administrative, technical, and operational functions; plans and implements the District's functions and services.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)

TASKS:

Serves as the Chief Executive Officer of the Cumberland County Emergency Communication District; acts as a spokesperson for the organization and is responsible for planning and organizing emergency communication services and infrastructure among district member organizations. Oversees all activities associated with district consolidation including financial, personnel, facility and equipment integration sufficient to meet short and long term service requirements of the district.

Directs the maintenance and operation, functionality and reliability of communication systems, provides operational guidance, serves as primary liaison with related organizations, coordinates with emergency management and response agencies, maintains current knowledge of technical requirements and trends within emergency communication community, and serves as a technical resource to district member organizations.

Plans, organizes, and oversees the District (Board Approved) budget; reviews and approves District hiring, procurement and expenditures (within the Board Approved Budget), oversees and monitors return on investments, analyzes and evaluates operational effectiveness, directs the development and implementation of District communications infrastructure, facilities, information technology systems and equipment plans.

Develops and administers all policies and procedures governing the operation of the ECD, monitors and evaluates the District's operational activities, oversees the development and deployment of ECD personnel, manages the development of training and quality assurance programs, human resources management programs and systems.

Serves as chief spokesperson for information and media contact; maintains professional affiliations and attends related training, workshops and seminars.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and county laws, rules, regulations, practices and procedures related to ECD operations.

Knowledge of emergency communications systems, services requirements, practices and infrastructure.

Knowledge of the principals and practices of management, supervision, and organizational development.

Knowledge of budgeting, investment, financial management, procurement regulations, processes and procedures.

Knowledge of computer hardware and software, and the use office machines and systems such as telephone, fax, and copy.

Skill in reading, interpreting, understanding and applying related policies and procedures, applicable state and Federal rules and regulations, and ECD policies and procedures.

Skill in the application of accounting, human resources management and procurement principles and standards.

9-1-1 Executive Director – continued

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS: (continued)

Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with District staff, member organizations, and elected officials.

Skill in communicating effectively orally and in the development of written documents, reports, and financial information.

Skill in identifying, establishing and implementing operational standards, policies, and procedures for the department.

Skill in planning, organizing, developing and leading department staff to the achievement of department goals and priorities.

Skill in interpersonal relations and exercising independent judgment.

Skill in effectively communicating in both oral and written form.

PHYSICAL REQUIREMENTS:

Work requires extensive periods of sitting and walking; occasional lifting, bending, kneeling and stooping to lift objects weighing up to thirty (30) pounds. Work is performed primarily in internal environments with possible exposure to inclement weather, and varying temperatures. Work requires regular and punctual attendance.