



JOB OPPORTUNITY #: 879-2701

Director of 911/Joint Communications

Responsibilities: *This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Directs operations of the County-wide enhanced 911 & emergency dispatch system for police, fire and emergency medical services. Develops & implements department operations plans; ensures the department has an overall strategic plan; and provides a strategy to ensure the department & community's needs are met. Responsible for the overall quality of emergency communication services provided to the community & stakeholders. Acts as liaison between County and community/communication-related activities and organizations pertaining to 911 functions. Serves as the principal adviser to the County Commission on matters related to the 911 communication system. Reviews bid packages and recommends awards. Prepares annual personnel, operations, and capital improvement budgets, and required annual reports. Maintains compliance with State laws and regulations regarding emergency services, health, and safety issues. Oversees all emergency communication equipment to ensure proper maintenance and operation as it pertains to the 911 Center. Serves on committees and task forces as requested. Attends meetings and training sessions as required. Occasionally exposed to highly traumatic, stressful situations or events. Works with exposure to noise and disruptions, and above average stress. Must be able to pay close attention to details and concentrate on work.

Status: Full Time, Exempt

Working hours: Primarily 8:00 a.m. – 5:00 p.m., Monday – Friday. **Periodically works beyond normal work hours and works on-call.**

Preferred Qualifications: Bachelor's Degree in Public Administration, Fire or Police Management, Community Planning, or other related field. Five (5) years relevant experience, preferably in emergency communications. Two years supervisory management experience.

Minimum Mid Maximum

Salary Range: \$80,745.60 - \$100,921.60 - \$121,097.60

Deadline for Application: Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com or in person at the Human Resources Department, 613 E Ash, Boone County Annex, Columbia, MO 65201, or call (573) 886-4128 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks' vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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