

DEPUTY COMMUNICATIONS DIRECTOR

\$61,575 - \$66,309 DOQ

The Jefferson County Commission invites qualified applicants to apply for the position of Deputy Communications Director working in the Jefferson County Emergency Communications (9-1-1) Center.

The Deputy Communications Director is a civilian responsible for assisting with planning and management of a combined public safety communications center and has mid-level administrative responsibilities under the direction of the Director of Communications. The Deputy Communications Director shall provide immediate supervision and direct the activities of the shift supervisors.

Minimum Qualifications

Education and experience equaled to an Associate or Bachelor's Degree in a related field. Prior management experience in a public safety answering point is highly desirable. A minimum of three years progressive experience as a Supervising Public Safety Dispatcher (shift supervisor) in a public safety answering point is required.

The successful candidate shall have the ability to plan, organize and coordinate the work and activity of a public safety communications center; work under pressure, exercise good judgment and make sound decisions in daily and emergency and non-emergency situations.

Important and Essential Duties

- Participates in the selection, orientation, training and evaluation of personnel in the communication center while assuring that staffing levels are maintained by assisting with ongoing recruitment, interviewing, and testing of applicants.
- Plans, coordinates and reviews the work plans for assigned projects and provides administrative direction to dispatch staff.
- Manages, assigns, motivates and evaluates supervisory staff.
- Coordinates with other public safety agencies in developing and implementing policies and procedures for related communication functions and operations.
- Participates in a variety of team and committee activities within the County including personnel and technical related activities.
- Answers inquiries and complaints concerning the activities of Emergency Communications.
- Conducts personnel investigations, investigating complaints, recommends and assesses disciplinary actions.
- Assumes responsibilities of Communications Director in absence of Communications Director.
- Performs other duties as assigned.

A resume' will not be accepted in-lieu of a completed Jefferson County application and the application and supplemental documents can be obtained by contacting the Emergency Communications Center at (304) 728-2100. Original applications must be returned Attn: Communications Director, Jefferson County Emergency Communications, 28 Industrial Blvd., Suite 100, Kearneysville, WV 25430 and will be accepted until the position is filled. An online application can be downloaded and filled from the Jefferson County Commission website at <http://www.jeffersoncountywv.org/county-government/departments/job-postings>