



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
REGIONAL COMMUNICATIONS DIRECTOR

Pay Grade: 80 Pay Range: \$65,585 to \$91,819 annually DOE/Q plus benefits
FLSA Status: Exempt (not eligible for overtime)

Qualifications: Education and/or experience equivalent to a Bachelor's Degree in Criminal Justice, Emergency Management, Fire Science, Business Administration, Organizational Management or closely related area with five (5) years of management experience preferably related to Police, Fire or emergency dispatching. Must possess or obtain an Arizona Driver's License by date of hire. Experience with training, as well as proficiency in human resources and managing employee relations is highly desired.

Candidates must have excellent leadership, management and interpersonal communication skills, including the ability to interact positively with a wide variety of officials and staff in emergency service operations. Candidates must possess considerable knowledge of police/fire operations, radio systems and current telecommunications technologies and have experience in one or more of the following fields: police, fire, medical, or communication center management. Candidate should possess a working knowledge of emergency communication center systems, equipment and technology.

Candidates must pass pre-employment drug test, truth verification test, psychological test, fingerprint and background investigation, a hearing examination by a City appointed physician to determine hearing capabilities relative to job function requirements. Candidate shall not have been convicted of a felony or any offense that would be a felony if committed in Arizona. Candidate should meet Arizona POST minimum requirements for drug usage. Must possess a valid Arizona driver's license and reside thirty (30) minutes normal driving time from work.

Tasks: The city is in need of a dynamic, enthusiastic and customer services oriented individual who will be responsible for overseeing the day-day functions of a busy urban 9-1-1 Emergency Communications center. Position is responsible for the management and accountability of the MDC/AVL network, Quality Assurance program, Phase II Wireless and MSAG programs, enhanced 911 system, Computer Aided Dispatch (CAD) system, and emergency services systems and protocols as they pertain to a combined dispatch center. Provides service to three Police Departments and six Fire Districts. Reports directly to the City of Prescott Chief of Police and responds to the Communication Center Liaison Committee.

Individual will also be responsible for annual budget, facilities management, supervision of all personnel and maintenance agreements for equipment. Ability to lead staff of supervisors and motivate personnel in a uniquely conformed environment of regional communications needs. Individual will be responsible for the development and implementation of policies and procedures and interaction with city, county and state emergency service agencies. Supervises activities of Communications Personnel, recommends hiring, trains employees, writes and conducts evaluations, maintains policy & procedures manuals, and recommends disciplinary actions; schedules employees, assigns work, and monitors progress; guides and develops employees in accomplishing their duties and professional growth; investigates and resolves complaints; ensures equipment and databases are maintained and current.

Knowledges, Skills, and Other Characteristics:

- Knowledge of public safety dispatching procedures, techniques and equipment and supervisory methods and techniques.
Knowledge of emergency medical dispatching and administrative practices and procedures.
Knowledge of the principles and practices of the Arizona Criminal Justice Information System (ACJIS).
Knowledge of the radio code systems used by the Police/Fire Departments.
Knowledge of applicable principles, procedures and practices of emergency dispatching of Police and Fire.
Knowledge of the operation of two-way radio, computer aided dispatch, E-911 phone systems, TDD, call loggers and playback recorders.
Knowledge of the State of Arizona 9-1-1 system.
Skill in supervising, evaluating, training and motivating employees and positive working relationships with employees.
Skill in planning, organizing and directing the work of employees performing varied operations connected with police and fire activities and developing proper training and instructional procedures for those employees.
Skill in reading maps, using computer keyboard, typing and maintaining electronic files and records.
Skill in simultaneously interacting with people from varying agencies, assessing situations and acting in accordance with the level of urgency; skill in remaining calm during emergencies.
Skill in negotiations and in written communications for administrative and technical purposes.
Skill in oral communication in one-on-one and group situations.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicles as needed in addition to physical requirements listed above.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the radio and telephone. Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: City of Prescott application and resume must be received by 5:00 p.m., January 5, 2011.

Send application and resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928.777.1315 800.748.6205 TDD 928.777.1100 Fax 928.777.1213

Email: personnel@cityofprescott.net Visit our website at www.cityofprescott.net

EOE/M/F/V/H/D/NSE Posted: November 23, 2010

Mike Kabbel
Chief of Police

Mary Jacobsen
Human Resources Director

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period of one (1) year must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.