

Executive Director – Job Description

Description of Work:

General Statement of Duties:

- Performs responsible administrative and professional work in directing the activities of the City of Rock Springs, Wyoming; City of Green River, Wyoming; Sweetwater County, Wyoming, Combined Communications Joint Powers Board (Board).
- Plans, organizes, directs, and coordinates the activities and day-to-day operations of the Board.
- Coordinates all public safety communications and dispatches in the Cities of Green River and Rock Springs, as well as all other public agencies and entities in Sweetwater County.
- Coordinates the Enhanced 911 (E911) System.
- Maintains a functional rural and municipal addressing system and address database in conjunction with Emergency Management, Sweetwater County Planning & Zoning, and the Cities of Green River and Rock Springs. This includes a Master Street Address Guide for the response areas of the various response agencies served by the Board.
- Works with all city and county departments to coordinate their combined communications needs in responding to requests for information and complaints from citizens and the media.
- Responsible for operation, maintenance, training for, and upgrading as required, of the emergency back-up dispatch consoles and the portable communications center.
- Provides staffing for the communications function of the Emergency Operations Center when activated.

Supervision Received:

Works under the general direction of the Board, with wide latitude for the application of independent professional judgment. Principal point of contact is the Board Chair-person.

Supervision Exercised:

Exercises direct supervision over Board personnel, including Information Technology (IT) personnel, and Dispatchers.

Examples of Work:

The following are considered essential tasks and functions of this job. These items are specific to this job due to any of the reasons listed: The position exists to perform this function; there are a limited number of other employees available to perform this function, or among whom the function can be distributed; the function is highly specialized and the person in the position is hired for special expertise and/or the ability to perform the task.

- Oversees the operations of the Board, including the E911 System.
- Develops and approves general procedures and methods; reviews center results; recommends staffing and equipment changes to the users and to the Board.
- Researches, prepares, implements, and evaluates a variety of programs and recommends solutions to potential or existing problems to the Board.
- Assists in planning, development, and execution of operating procedures and policies; ensures that new, revised, and existing policies and procedures are implemented and maintained, including the Computer Aided Dispatch (CAD) system.
- Coordinates with city/county/agency officials in the development of long-range plans and updates policies and procedures in accordance with these plans.
- Coordinates activities for dispatch personnel on all shifts to ensure smooth and efficient operation of the Board; coordinates services and activities with staff and other departments.
- Assists associates with concerns, develops training programs, evaluates performance, and recommends needed changes to the Board.
- Acts as the liaison for city/county/agency officials; represents the Board in meetings and other activities.
- Promotes combined communications, E911 medical services, and combined communications policies and procedures.
- Directs and coordinates the acquisition, installation, and maintenance of equipment in the communications center, the mobile communications center, and the back-up dispatch center.
- Updates and reviews local communications licenses.

- Coordinates with the Board to prepare the Board's annual budget for review and approval by the Board.
- Administers the benefits package for all Board employees, including leave, health/dental/vision insurance plans, and other provided benefits.
- Other duties and responsibilities of a comparable level/type as required.

Minimum Qualifications:

Education Preferred:

Bachelor's Degree in public or business administration, management and supervision, criminal justice, or a related field of study, from an accredited four year college.

Minimum Education:

Two-year Associate's Degree in public or business administration, management and supervision, criminal justice, or a related field of study, or comparable training and experience.

Experience Preferred:

A minimum of 5 years' experience in public safety dispatching, with three years of progressive responsibilities in supervising ten or more staff that work various shifts.

Experience Required:

Two or more years' experience in public safety dispatching with three years' experience in supervising staff in dispatching or related field; alternately, three or more years' experience in mid-level or executive management in a public safety department or agency. In the case of the latter the candidate will be required to demonstrate sufficient knowledge of dispatch procedures so as to be a strong, informed advocate for the Communications Center and its personnel.

Special Requirements:

- Must comply with all Board background check requirements prior to initial employment.
- Must obtain POST certification within 12 months of hire.

- Must reside in Sweetwater County, and/or be able to relocate primary residence to Sweetwater County within 90 days of initial employment.

Required Knowledge and Skills:

- Ability to understand and enforce personnel policies and procedures of the Sweetwater Combined Communications Center.
- Knowledge in E911 Emergency Operations, communications equipment, CAD dispatching, Mobile Data Terminals (MDT), and related technology.
- Proficiency in operation, maintenance and use of computers, computer systems, and related software.
- Knowledge of Geographical Information Systems (GIS) information and application.
- Basic knowledge of emergency management operations.
- Knowledge of local, state and federal laws, ordinances, and regulations governing radio communications and 911.
- Knowledge in preparing and administrating budgets and grants.
- Knowledge of research methods and procedures.
- Ability to manage, direct, and supervise personnel on a daily basis.
- Ability to interpret and apply laws, rules, regulations, and policies.
- Ability to think clearly and act quickly, calmly, and decisively in emergency situations.
- Ability to establish and maintain effective working relationships with employees, officials, agencies and the public.
- Effective communication and interpersonal skills; ability to interact with co-workers, supervisors, subordinates, and the general public to exchange or convey information and to provide and/or receive work direction.

The Physical Activities of this Position are:

- Reaching: Extending hand(s), and arm(s) in any direction.
- Fingering: Picking, pinching, typing, or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin – particularly with that of the fingertips.

- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sound with no more than a 40 db loss @ 500 Hz; 100Hz; and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

The Physical Requirements of this Work are:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than for sedentary work, and the worker sits most of the time, the job is rated for Light Work.

The Visual Acuity Requirements of this Work are:

Color, depth perception, and field of vision sufficient to accomplish tasks requiring data analysis, accounting, transcription, computer terminal operation, extensive reading, visual inspection involving small parts, operation of machines (including inspection), using measurement devices, and assembly or fabrication of parts at distances close to the eyes.

Hazardous Conditions to Which the Worker will be Subject:

None: The worker is not substantially exposed to adverse environmental conditions (comparable to typical office or administrative work).