



## Position Available – Internal/External Posting

### **Job Title: 911 Director**

Classification: Full-Time/Full Benefits  
Non union

Department: Dispatch

Hourly Wage: To be determined by the Board of Commissioners

Qualifications:

- Bachelor's degree in communications, criminal justice, fire science, or related field plus a minimum of five years relevant work experience; or any equivalent combination of education, training and experience required
- Various technical 9-1-1 licensures and/or certifications are required
- Ability to operate office machines and equipment
- Ability to operate and utilize specialized department equipment, tools, and materials including base radios, recording equipment, dispatch consoles and others
- Ability to exert physical effort in sedentary to light work which may involve some routine lifting, carrying, pushing, and pulling; ability to crouch and crawl; tasks require visual perception and discrimination
- Ability to manage and direct a group of workers; ability to supervise, counsel and mediate; ability to train others; ability to advise and interpret policies and procedures; ability to explain
- Ability to perform mathematical operations
- Ability to comprehend and correctly use a variety of information documents including radio traffic calls/logs, dispatch schedules, payrolls records, training materials, and other report and records
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information
- Ability to communicate effectively with dispatchers, law enforcement personnel, fire personnel, emergency medical personnel, city/county residents, 911 Advisory Board, Commissioners, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English

Supervision: 911 Advisory Committee, County Administrator, Board of Commissioners

Application Due: Application, Resume and Cover letter due by 4:00 p.m. on Friday, August 25, 2017, County Administrator's Office, Historic Courthouse, 437 E. Division St., Cadillac.