

KLAMATH 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT POSITION DESCRIPTION

Executive Director

Date Originally Prepared: August 2, 2012

Date Updated: November 28, 2018

Position Title: Executive Director

Supervisor: Board of Directors

Supervision Exercised: All District Personnel

Position Overview: Serves as the Executive Director to the Klamath 9-1-1 Emergency Communications District.

The Director is the Chief Executive Officer (CEO) of the Communications District and he/she shall, through leadership and management skills, develop the agency's operational plans and administer those plans. The Director reports to the elected Board of Directors. Position is in the public sector, is exempt and not represented by the collective bargaining unit. Must maintain current vehicle insurance and comply with all laws governing motor vehicle use in Oregon.

Qualifications:

1. Education - High school graduation or equivalent at a minimum with continued education in business management, public administration and criminal justice administration. A Degree in Business Management, Public Administration or a related field is desired. A combination of education/experience may be substituted for a bachelor's or associates degree.
2. Experience - A minimum of six years multi-discipline (law enforcement, fire and EMS with transport) dispatch experience, which shall include at least two (2) years as a supervisor or position of equal or greater responsibility required.
3. Required to hold or be able to achieve within 18 months of appointment a supervisory, management or executive certificate in Telecommunications and EMD in the State of Oregon through DPSST, RPL or CPE certification through APCO, CMCP or ENP Certification through NENA or a combination.
4. Equipment used - Multiple computers with keyboarding minimum of 35 wpm, communication equipment, fax machine, 9-1-1 telephone lines, paper shredder, emergency generator, and copy machine.

Responsibilities and Duties Outline:

NOT IN ORDER OF PRIORITY

- Plans, coordinates, and directs county wide emergency communications systems.
- Recommends policies to the Board of Directors and implements procedures for Agency operations.
- Act in the capacity of District Budget Officer, prepares and recommends the annual budget for the District.
- Maintains knowledge of all computer operating systems and radio systems.
- Ensures training requirements are met for all District employees and Board of Director members.
- Develops and maintains reports and statistical information for administrative and regulatory purposes.
- Develops and maintains inter-governmental relationships with all user groups.
- Maintains all related radio and telecommunications equipment to ensure maximum efficiency. Keeps up-to-date on changing technology and implements new technologies where useful.
- Has the responsibility for all employee selection and retention.
- Reports all significant District activities to the Board of Directors on a regular basis.
- Communicates with members of the media and citizens regarding items of interest to the public or news media.
- Communicates with other governmental agencies in order to develop and implement policy and procedure in handling calls for service, reporting procedures, and inter-agency programs.
- Sets on all necessary committees and attends various meetings.
- Performs all duties as assigned by the Board of Directors.

Essential Job Functions:

Physical:

1. Ability to perform the duties listed.

Mental:

1. Must possess ability to remain calm in stressful environment of crisis & emergencies events.

Training Period:

The new appointee shall serve a 12 month trial service period.

Compensation:

STATUS: Full Time Exempt

SALARY: Salary range depending on experience \$90,353 - \$104,846