



West Cities Police Communications Center Joint Powers Authority

CLASS SPECIFICATION

CLASSIFICATION

Police Communications Director

DEFINITION

To direct, plan, organize, coordinate, and manage the operational activities of a public safety Regional Communications Center. To act as designated custodian of the property and records of the Authority.

DISTINGUISHING CHARACTERISTICS

This is an executive/administrative level at-will position and may be distinguished by the complexity of work performed in operational activities.

SUPERVISION RECEIVED AND EXERCISED

This position is appointed by the Administrative Oversight Staff (City Managers) who, prior to making any such appointments, shall consider any recommendations provided by the Technical Operations Committee (Police Chiefs). This position receives policy direction from the Technical Operation Committee for the Authority. This position is authorized to act on behalf of the Administrative Oversight Staff in all matters of personnel administration, given the positions and funding authorized by the Board of Directors (Councilmembers) in the Authority's annual budget. This includes, but is not limited to, hiring, supervisory direction, performance evaluations, disciplinary actions, and terminations. This position exercises supervision over assigned professional, administrative, technical, consulting, and office support staff. The Police Communications Director shall be responsible for the day to day operations of the Center and shall also be custodian of the property and records of the Authority.

EXAMPLE OF DUTIES

Duties may include, but are not limited, to the areas of managing personnel, risk management, and general operational activities. Examples are as follows:

- Maintain technical and operational knowledge of automated public safety communications systems, including dispatch principles and emergency practices in accordance with generally approved public safety standards and federal, state, and local laws;

- Oversee hiring, supervision, safety and training, performance evaluation, and disciplinary actions of communications center employees and contract personnel;
- Schedule, assign, and coordinate work activities of communications center and its employees;
- Determine, plan, and recommend staffing allocations and budgetary requirements to include personnel, supplies, materials, equipment and related maintenance and repair;
- Establish, evaluate, implement, and maintain personnel and operational policies and procedures manuals;
- Administer and prepare special studies, clear and comprehensive statistical and informational written reports as requested or required by Board of Directors, Administrative Oversight Staff, Technical Operations Committee or by Federal, State, or local level laws;
- Act as Custodian of Property and Records of the Authority;
- Administer, implement and maintain risk management program and related liability insurance coverage;
- Manage contractual services agreement;
- Coordinate emergency operation and training efforts for member cities;
- Prepare and coordinate periodic Emergency Operations Center (EOC) exercises;
- Act as the EOC emergency preparedness liaison for all member cities;
- Develop and maintain effective relationships with the various constituents of the Authority;
- Prepare, implement, and monitor operational budget expenditures and make recommendations as required within established parameters;
- Manage inventory and facility, repair, improvements, and maintenance requirements;
- Keep and distribute minutes of regular, adjourned, and special meetings as required;
- Conduct and maintain positive public relations activities, as may be required to be presented in writing or orally; and,
- Performs related duties and responsibilities as assigned

EXPECTATIONS: Maintain effective relations with member cities; conduct duties, responsibilities, tasks, and assignments with a constructive, cooperative, positive, professional attitude and demeanor; support the Agency's values of openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility.

QUALIFICATIONS- Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is the following:

Knowledge of: Automated police communications systems, including dispatching principles and emergency practices; Federal Communications

Commission Rules governing police radio transmission; law enforcement operational functions; federal privacy laws and federal and state penal codes governing the transmission and release of criminal information; rules of the Uniform Crime Reporting (UCR) procedures; organizational management principles and practices, including personnel and risk management principles, practices, and procedures; and budgetary preparation, practices, and procedures.

Ability to: Effectively manage the work of communications center personnel; establish, evaluate, and implement policies and practices and adhere to all federal, state, and local laws as required for the communications center operations; analyze and effectively resolve operational problems; develop, implement and maintain training and safety policies and procedures for all personnel; prepare clear, concise and comprehensive reports; prepare, implement and monitor the operating budget within established parameters; maintain effective and productive work relationships with those encountered in the performance of duties; and, prepare and conduct persuasive oral presentations in the performance of public relations activities or as otherwise directed.

Experience: Minimum three (3) years of supervisory or management experience within a dispatch, EMS, public safety entity or other government operation.

Education: A combination of education and direct experience that would be equivalent to a Bachelor's degree.

WORK ENVIRONMENT

Physical and Special Requirements: Maintain physical condition necessary for sitting or standing for prolonged periods of time; possession of P.O.S.T. Police Communications Certification is required; a valid Class C California driver's license and an acceptable driving record may be required due to the performance of field duties. Work is performed indoors in a controlled office environment.

FLSA DESIGNATION

Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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