

Position Opening



DIRECTOR of E-911 COMMUNICATIONS

Dearborn County Government is nestled within the Ohio River Valley, located in the City of Lawrenceburg, Indiana. Lawrenceburg is on the Ohio River and just a thirty minute drive from the City of Cincinnati and an International Airport. Dearborn County offers several amenities including a ski resort, casino, and convention center.

Position overview:

The Director of E-911/Communications is responsible for the administration and operation of the 911 call center. This includes, but is not limited to, planning, budgeting, purchasing, personnel selection, training, disciplinary processes and all telephone, radio and computer operations of Dearborn County, Indiana.

Specific Responsibilities:

The following duties are not to be construed as exclusive or all-inclusive.

- Oversees central communication services provided to all participating Police, Fire, and EMS agencies.
- Possession of and/or ability to obtain and maintain required certifications, including, but not limited to, First Responder/CPR, IDAC/NCIC and Emergency Medical, Fire, and Police Dispatch certifications.
- Maintains 911 software and ensures proper operation of voice recording system, including performing system maintenance, security, and storage of media, and providing recordings to appropriate law enforcement agencies.
- Prepares and presents annual budget requests to the Communication Board, Commissioners and County Council. Prepares monthly and annual operating and financial reports, verifies financial transactions, and maintains accurate financial records.

- Regularly updates the Communication Board on all aspects of the operation, including financial status, current problems and future needs. Formulates and recommends policy and procedural changes to the Board, develops and implements new programs with the Board's approval, and coordinates all purchasing for the Communications Center with the Board. Monitors new developments within the communications industry and makes recommendations to the Board.
- Maintains software for weather system and monitors weather station for emergency alerts. Regularly tests and activates all alarms in event of an emergency.
- Promotes public awareness of 911 emergency telephone system. Coordinates with law enforcement, fire and medical agencies, and participating telephone companies in matters pertaining to the 911 emergency telephone system and provides periodic updates to all local jurisdictions and agencies.
- Periodically attends meetings, seminars and professional education workshops as required.
- Occasionally provides testimony in legal proceedings/court.
- Serves on 24-hour call for emergencies and assists as needed in the call center.

Job Requirements:

- Associate or Bachelor degree strongly preferred. HS diploma with sufficient experience to successfully meet the job requirements may be substituted at the full discretion of the hiring manager(s).
- Prior experience in emergency services/dispatch preferred. Must provide a proven record of leadership, management and supervisory skills. Demonstration of strong liaison/communications with multiple stakeholders a plus.
- Must be at least 21 years of age and be able to pass a physical, drug screen and criminal history check.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with upset/distraught individuals.
- Ability to understand, memorize, retain and carry out verbal and written instructions.
- Ability to work independently and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from high volume operations.
- Ability to occasionally work irregular and/or extended hours, evenings and weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Send resume/application to Sue Hayden at shayden@dearborncounty.in.gov

Dearborn County Government is an Equal Opportunity Employer