

Date: April 6, 2007

To: Joint Public Safety Communications Board Members

From: Lillian Bennett, Leon County, Director of Human Resources *LWB*
Gloria Hall McNeil, City of Tallahassee, Director of Human Resources
Joe McCabe, Leon County Sheriff's Office, Human Resources Manager

Subject: Director- Public Safety Communications Recruitment

This memo provides the Public Safety Communications Board with an update of current recruitment efforts for the Director of Public Safety Communications. City, County and LCSO Human Resources staffs are working cooperatively in the recruitment efforts and the following activities have either been accomplished or are in progress.

- After incorporating modifications recommended by the consultant into the job description, City and County began advertising the position on March 19. The position is being advertised as "open until filled" with a request that applications be submitted by April 20, 2007.
- The salary range was originally established in June 21, 2006, and in keeping with what has been done with other salary ranges, an inflationary adjustment of 3.5% was applied. The current range is \$72,990.27 - \$98,979. Salary is negotiable based upon the candidate's training and experience..
- In addition to City and County websites, the position is being advertised locally in the Tallahassee Democrat. Staff is also pursuing a regional advertisement in the Pensacola, Broward County and Ft. Myers newspapers. As recommended by the consultant, advertisements have also been placed through the associations and publications listed below. The City and County are sharing advertising costs equally.
 - Association of Public-Safety Communications Officials International
 - Dispatch Monthly
 - 911 Magazine
 - International Association of Emergency Managers

The consultant also recommended advertising in the National Emergency Number Association, however this website is having technical difficulties and is not currently accepting advertisement requests.

City, County and LCSO HR staff will meet to screen all applications received by the April 20 request date. Applications received subsequent to April 20 will be screened in a like manner. Attached for your review is a copy of the final job advertisement and job description. Additional status reports will be provided to the Public Safety Communications Board as the recruitment process moves forward.

Director – Public Safety Communication

Salary Range: \$72,990.27 - \$98,972.12 (Salary is negotiable based on training and experience)

This is highly responsible leadership, administrative and professional work directing the operations and resources dedicated to the combined fire, law enforcement, and medical emergency communications functions of the City of Tallahassee, Leon County, and Leon County Sheriff's Office. Reporting to the Public Safety Communications Board, the incumbent is responsible for the effective and efficient management of the Joint City/County Public Safety Communications Center, developing and implementing work and operational policies, managing the dedicated budget and serving as liaison between the Public Safety Communications Board and the member agencies. .

Minimum Training and Experience and Necessary special Requirements:

Possession of a Bachelor's degree and five years of professional work experience that includes emergency or public safety communications for law enforcement, fire and EMS agencies, emergency management, emergency response management, or a closely related field; or an equivalent combination of training and experience. At least three years of the required experience must have been in a managerial capacity.

Must possess a valid driver's license at the time of appointment.

Position requires on-call status in the event of an emergency or disaster within Leon County and may require work or travel outside of regular office hours.

To Apply: Submit a City of Tallahassee or a Leon County Employment Application as follows: Mail application to City of Tallahassee, Human Resources, 642 Mabry Street, Tallahassee, FL 32304; email application to application@talgov.com or FAX to (850) 891-5388. To receive an application by FAX: (850) 894-6233. TDD Number: 711. City of Tallahassee Job Listings: www.talgov.com. Mail application to Leon County Human Resources, 315 S. Calhoun Street, Ste. 502, Tallahassee, FL 32301, email application to Boatwrightl@leoncountyfl.gov or FAX to: (850) 606-2401. To apply on line go to Leon County Home Page at www.leoncountyfl.gov.

NOTE: Submit a City or County Employment Application, OPEN UNTIL FILLED, applications requested by April 20, 2007.

DIRECTOR - PUBLIC SAFETY COMMUNICATIONS

MAJOR FUNCTION

This is highly responsible leadership, administrative and professional work directing the operations and resources dedicated to the combined fire, law enforcement, and medical emergency communications functions of the City of Tallahassee, Leon County, and Leon County Sheriff's Office. Reporting to the Public Safety Communications Board, the incumbent is responsible for the effective and efficient management of the Joint City/County Public Safety Communications Center, developing and implementing work and operational policies, managing the dedicated budget and serving as liaison between the Public Safety Communications Board and the member agencies. Work is performed with considerable independence and latitude and is reviewed through conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Plans, develops, coordinates and directs staff in implementing directives of the Public Safety Communications Board. Manages the daily operations of the Joint City/County Communications Center. Directs the use of resources allocated to public safety communications for maximum return on investment. Serves as liaison between the Public Safety Communications Board and technical staff on technology issues. Plans, organizes, directs, and evaluates performance of assigned staff, providing coaching for performance improvement and development. Provides clear direction and supervision to direct reports. Develops and implements policies, procedures and protocols to accomplish the center's work plan objectives and ensures that the policies and procedures are reviewed and updated on a regular basis. Directs the improvement of management systems, processes, and measurement techniques to improve Communications Center operations and effectiveness. Develops short-range and long-range goals for the work unit. Establishes and maintains the operational integrity and response capability of the public safety communications system to meet existing and anticipated requirements. Directs the development and implementation of a long-range technology plan for the Communication Center. Plans, directs, manages, and/or coordinates the acquisition, design, operation, enhancement, and maintenance of information technology systems supporting the Communications Center, as needed. Prepares and monitors the unit's budget, and makes budgetary recommendations to the board, as necessary, and controls budget expenditures of all Communications Center funds. Maintains an active liaison with local law enforcement and emergency service providers, as well as other applicable state, federal and local agencies to keep abreast of changes that may impact the center's operations. Establishes and maintains data management system(s) coordinated with law enforcement, fire, emergency medical services, participating telecommunications companies and system suppliers, as applicable. Directs the collection and reporting of data and other information, as required. Manages the development and execution of plans for system testing, employee training, and other essential operational and procedural activities. Recommends the hiring, transfer, promotion, grievance adjustment, discipline and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Investigates complaints from citizens and/or agencies regarding public safety communications. Maintains appropriate contacts with the media

and public on the use of the public safety communications systems. Performs related work as required.

Other Important Duties

Attends meetings of the Public Safety Communications Board as required. Serves on the various management teams as required. Attends meetings, conferences, etc. and completes special projects as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of ordinances, laws, regulations, statutes, procedures and processes related to public safety communications management. Knowledge of communications systems and the various aspects of system interfacing with other wired and wireless communications. Considerable knowledge of City and County geography and street systems. Knowledge of the principles and procedures of the operations of a dispatch center. Knowledge of local emergency plans and procedures. Considerable knowledge of the principles of supervision, training, and performance evaluation. Ability to follow direction provided by the governing board. Ability to effectively plan, develop, implement and administer a public safety communications program and the dedicated resources. Ability to conduct system analysis and evaluate operational and technical processes and procedures. Ability to communicate effectively, orally and in writing, and to maintain records and prepare reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to accurately assess and analyze situations and draw conclusion(s). Ability to plan, organize, direct and coordinate activities of technical and professional staff. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and five years of professional work experience that includes emergency or public safety communications for law enforcement, fire and EMS agencies, emergency management, emergency response management, or a closely related field; or an equivalent combination of training and experience. At least three years of the required experience must have been in a managerial capacity.

Necessary Special Requirement

Must possess a valid driver's license at the time of appointment. Position requires on-call status in the event of an emergency or disaster within Leon County and may require work or travel outside of regular office hours.

Established: 03-12-07