

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Public Safety Communications Director	CLASS. CODE: 0389
DEPARTMENT:	Police	FLSA: E
REPORTS TO:	Police Chief	DATE: 7/1/2002

Job Summary:

Responsible for coordinating and directing the Communications Center. Provides administrative services including acquisition and replacement of equipment, budgeting, supervising personnel and developing policies and procedures for the center.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Directs, maintains and supervises the 9-1-1 emergency dispatch center.
2. Develops annual operating and capital budget for division.
3. Determines staffing needs and approves new hires, promotions, transfers, suspensions, disciplinary actions and terminations.
4. Develops long-range plans and establishes direction and goals for the center.
5. Establishes necessary policies and procedures to ensure efficient operation of the center.
6. Directs budget implementation and monitors progress.
7. Oversees employee training program and monitors the development of the employees. Prepares formal evaluation of employee performance.
8. Ensures the performance of the center is efficient and cost effective.
9. Monitors the operation performance of the center against City Council and WVCC Board goals.
10. Ensures and monitors the accessibility of the 9-1-1 network to the public.
11. Interprets and applies Federal, State and local policies, laws and regulations.
12. Oversees and/or participates in labor negotiations.

Important Job Functions

1. Plans and coordinates acquisition and replacement of equipment as needed to be approved by Police Chief and City Council.
2. Forecasts additional funds for equipment, staffing, supplies, etc.
3. Attends and participates in various board and commission meetings.
4. Maintains data information and provides statistics for Police and Fire planning and management.
5. Motivates, encourages and supports staff.
6. Monitors and influences related State and local legislation.
7. Performs other duties as required by Chief of Police.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Police Science, Fire Administration, Criminal Justice or Public Administration; and,
Ten (10) or more years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Processes related to receiving public safety calls and dispatching.
- Current technology including telephone, computer, radio, recording and GIS mapping systems.
- Maintenance and service contracts.
- General hiring practices.
- Labor relations and contract negotiations.
- General budgeting practices.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of small groups.
- Manage and supervise staff.
- Develop and maintain interpersonal relations.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, police and fire chiefs, civic associations, other agencies and the public.
- Perform general accounting procedures.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak frequently.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.