



CURRENT VACANCY

POSTING DATES: February 6, 2018

THROUGH: March 2, 2018

JOB TITLE:	Emergency Communications Center Director (911 Call Center)
SALARY RANGE:	\$105,379 to \$136,025/Annually
DEPARTMENT/BUREAU:	Emergency Communications Department

TYPICAL WORK ACTIVITIES:

Directs the overall operation of the Emergency Communications Center (911 Call Center) which is responsible for providing a centralized point of contact for residents of the city, towns and villages throughout Monroe County and supporting emergency communications for approximately 80 user agencies in police, fire, and emergency medical response;

Supervises management staff responsible for oversight of staff involved in operations (call receipt and dispatch), training, and administrative activities;

Formulates long-range plans, to establish operating policies and procedures, to direct internal operations, to develop multi-jurisdictional working relationships, and to resolve varied and complex problems;

Oversees the preparation of the annual operating budget and ensures that proper budget controls are in place;

Determines, develops, and implements goals and objectives for management staff;

Reviews equipment operations and determines needs and requirements for repair and replacement;

Analyzes and projects staffing requirements to ensure service demands are consistently met;

Interacts with the general public, user agencies, community groups and the media on issues relating to Emergency Communications;

Represents the Department before City Council, the County Legislature, and other official bodies;

Implements and enforces City and Department safety policies and practices;

Keeps abreast of innovative changes in the field of emergency communications and implements appropriate changes accordingly.

DESIRED QUALIFICATIONS:

Approximately ten (10) years of increasingly responsible administrative and managerial experience in public safety administration or communications.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Friday, March 2, 2018. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Thomas Miller, Principal Staff Assistant

EEO/Americans with Disabilities Act Employer