

Executive Director

Reports To:	Board of Directors
Status:	Full Time
FLSA:	Confidential, Exempt
Union:	None
Revised:	10/16/2019

POSITION PURPOSE:

This top-level position is responsible for directing and coordinating the administration and operations of the Dakota Communications Center (DCC), a joint powers entity that provides public safety and 9-1-1 dispatching services in accordance with policies and procedures established by the DCC Board of Directors and Executive Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Carry out organizational policies established by the Board of Directors for the efficient administration of the communications center business.
- Ensure compliance with relevant organizational policy, state, federal and local laws, ordinances and regulations.
- Coordinate preparation for, and attend all meetings of the Board of Directors and Executive Committee.
- Make recommendations to the Executive Committee and Board of Directors regarding any changes to organizational structure of the DCC and make or recommend staffing or administrative changes to maintain high standards of performance.
- In consultation with the Operations Committee, recommend and establish procedures and practices which will ensure effective and efficient operation of the DCC.
- Coordinate administration of all organizational departments.
- Develop and administer annual budget; annually present a ten-year capital improvement plan; provide oversight of the fiscal management function.
- Provide administrative direction to the staff engaged in the operation of the Communications Center.
- Carry out personnel actions including hiring, termination, promotion and demotion of all staff; discipline and performance evaluation of administrative staff.
- Oversee coordination and execution of human resource activities including labor relations, pay plan administration, benefit administration, insurance programs and worker compensation administration.
- Oversee coordination and execution of all vendor and system contracts.
- Perform other duties that are consistent with the position and as may be assigned by the Board of Directors and/or Executive Committee.
- Directs maintenance of records and making recommendations for the improvement of efficient administration of the affairs of the communications Center.

KNOWLEDGE, SKILLS & ABILITIES:

- Thorough knowledge of the principles and practices of public safety emergency and non-emergency communications.
- Thorough knowledge of technology utilized in public safety communications.
- Ability to develop and implement administrative and operational procedures for public safety communications and to evaluate their effectiveness.

- Ability to direct and supervise the activities of personnel engages in public safety communications.
- Experience in budgeting and financial management.
- Ability to communicate effectively and professionally; maintain positive working relationships with co-workers, elected officials, members of the public and other governmental units and municipalities.
- Public Safety communications experience in a management capacity.
- Experience in human resources management.

QUALIFICATIONS:

- Bachelor's degree in Public Administration, Business Administration, Information Systems Management or closely related field.
- Five years in a progressively responsible supervisory capacity in a government public safety environment.
- Experience in leading, directing and supervising an emergency-oriented public safety communications organization.

DESIRABLE QUALIFICATIONS:

- Master's degree in Public Administration, Business Administration, information Systems Management or related field.
- Advanced training and/or certification in public Safety, Technology or related areas.
- Five years director-level experience in a large government-owned public safety communications organization.
- Experience working for a joint powers organization.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. The employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, hand, feel or operate objects; and reach out with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel or crouch. The employee can occasionally be required to stand for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Noise level in the work environment is usually fairly quiet while in the office, although the ability to work with constant noise distractions is required.

The duties listed above are intended only as illustrations of the various types of work performed and are not all inclusive. This job description does not constitute an employment agreement between the employer and the employee, duties are subject to change by the employer as the needs of the employer and requirements of the job may change.