

Ben Hill County is seeking experienced candidates to be its next County 911 director. The county will offer a market competitive salary commensurate with experience. The County also offers a benefit package to include medical and life insurance.

Interested candidates should email a compelling cover letter, resume including at least three professional references, and a salary history by Friday, November 16, 2018 to: mdinnerman@benhillcounty.com or deliver to the Ben Hill County Clerk, Donna Prather at 402 East Pine Street, Fitzgerald Georgia, 31750.

A complete detailed job description is listed below.

**BEN HILL COUNTY, GEORGIA
EMERGENCY COMMUNICATIONS DISTRICT
JOB DESCRIPTION**

JOB TITLE: E-911 Director

DATE: October 2018

REPORTS TO: County Manager

PURPOSE OF JOB

This is a management and administrative position responsible for public safety administration that develops and directs all aspects of the Ben Hill County Enhanced 9-1-1 Emergency Communications and is knowledgeable of the operations of the Emergency Communications radio systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements describes the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Manages every aspect of the Enhanced 9-1-1 System, including 9-1-1 equipment procurement and maintenance, 9-1-1 database accuracy, and coordination of 9-1-1 addressing.
- Prepares Scopes of Work and Requests for Proposal for the purchase of Enhanced 9-1-1 and radio system equipment, maintenance and repair of equipment and for other services required to provide reliable Enhanced 9-1-1 and radio communications; prepares contract review documentation and supervises the day-to-day execution of these contracts.

- Develops short and long-term plans and strategies for Enhanced 9-1-1 and communications interfaces, which includes preparation of annual operating and capital improvement budget, the preparation of contractual documents and, through the purchasing process, evaluates proposals that lead to the award of contracts. Acts as the project manager for system and facility installation and construction.
- Develops plans and strategies for upgrades to the Enhanced 9-1-1 systems to state of the art systems involving a number of phases and interrelated contracts spanning several years.
- Responsible for maintaining an accurate database of the city and county street names, street address spans and law enforcement, fire and medical jurisdictions for each street. This individual is the central point of contact between Enhanced 9-1-1 and the telephone/communications companies and will be under general supervision.
- Promote awareness among the citizens of the district as to the use of the 9-1-1 emergency telephone system. Coordinates with all law enforcement, fire and medical agencies in all matters pertaining to the 9-1-1 emergency telephone system, and provides periodic informational updates to all local jurisdictions and local agencies.
- Coordinates with participating telephone companies for all matters pertaining to operations and funding of Enhanced 9-1-1 systems. (wire line, wireless, Voice over Internet Protocol, and all future technology interfaces)
- Maintains and monitors a procedure manual as to the necessary work activities. Must develop a continuing process to ensure that the database is maintained in a current status for use by all emergency services.
- Monitors new developments within the communications industry and recommends updates to the system as enhancements are developed.
- Administers an accurate 9-1-1 mapping display system as part of the call taking console equipment used to locate all 9-1-1 callers, including wire line, wireless, and VoIP.
- Manages emergency support communication functions when the Ben Hill County Emergency Operations Center (EOC) is activated.
- Attends Public Safety Meeting which meets monthly to discuss PSAP concerns and find solutions to city/county-wide 9-1-1 issues.
- Testifies about 9-1-1 issues before the Georgia State 9-1-1 Board, the Georgia Legislature, and other governmental entities.
- Responsible for the promulgation of PSAP protocol procedures and the 9-1-1 disaster contingency plan.
- Maintains a permanent 24 x 7 x 365 on-call status as well as a continuous voice logging and recording system and provides copies to 9-1-1 service users upon request.