



# JOB OPENING

## Troup County Government

<b>Position:</b> E-911 Director	<b>Department:</b> E-911	<b>Salary:</b> Depending on Qualifications
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This position is responsible for planning, organizing, and directing the work of the E-911 Center. Employee also functions as a Communication's Officer when necessary.

### Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field; must have 3-5 years of related experience
- ⇒ Must possess or have the ability to readily obtain GCIC/NCIC certification
- ⇒ Must have current valid driver's license
- ⇒ Knowledge of applicable federal, state, and local statutes and department policies and procedures
- ⇒ Knowledge of emergency telecommunication systems, including wireline and wireless telephone systems
- ⇒ Knowledge of the county's emergency management plan; knowledge of geography and road systems of Troup County
- ⇒ Knowledge of management and leadership techniques and procedures
- ⇒ Knowledge of budgeting procedures and county personnel policies
- ⇒ Knowledge of the operation of radio and communications equipment
- ⇒ Knowledge of the accreditation process and problem solving
- ⇒ Skill in supervising and training others, dealing with the public and interpersonal relations
- ⇒ Skill in the operation of standard office equipment ; maintaining records and preparing reports
- ⇒ Skill in oral and written communications

### Essential Duties and Responsibilities:

- ⇒ Plans, organizes, and directs the work of the E-911 Center; updates all maps and directories used by E-911 personnel
- ⇒ Oversees the maintenance and operation of the county's emergency communications and emergency computer systems
- ⇒ Prepares the annual E-911 budget; monitors expenditures under the current budget to ensure compliance
- ⇒ Represents E-911 at meetings; monitors communication between the department and county-wide emergency personnel; briefs Elected Officials regularly on the activities and performance of E-911; coordinates efforts with other agencies
- ⇒ Establishes goals, sets performance measures and ensures implementation of a quality assurance program
- ⇒ Ensures the development, review, maintenance and implementation of standard operating procedures
- ⇒ Ensures the upgrades of equipment, software, training and procedures to meet changing demands
- ⇒ Interviews and selects E-911 staff; reviews the performance of all staff; ensures training of personnel in accordance with relevant state and federal guidelines and certification requirements
- ⇒ Monitors severe weather conditions; prepares severe weather statements; activates warning sirens
- ⇒ Coordinates Troup County Emergency Communications Advisory Board meetings
- ⇒ Prepares correspondence, proposals, rules, regulations, policies and reports; oversees the maintenance of all required records, equipment and reports ; manages contractual services
- ⇒ Serves as liaison to local news media and the general public
- ⇒ Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel
- ⇒ Ensures the proper handling and response to complaints from agencies served and the general public
- ⇒ Functions as a Communications Officer; dispatches calls as needed
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 04132022 E-911 Director

Grade 23

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosely*

Eric Mosely, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**