

CHIEF OF COMMUNICATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is technical, supervisory and administrative work of a complex nature involving responsibility for the operation of a centralized public safety communications facility which receives and transmits police, fire and other emergency communications by telephone, radio telephone, teletype and computer terminal. The work is performed under the general supervision of the Sheriff and in accordance with appropriate laws and the regulations of the Federal Communications Commission. General supervision is exercised over a number of technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the day-to-day operation of the Countywide Public Safety Communications Center which receives and transmits police, fire and emergency information and accesses state, national and local law enforcement systems, including E-911 (e.g. scheduling and rescheduling of personnel, budget preparation, training of new employees, employee evaluation and discipline, enforcement of unit rules and regulations, etc.);
Develops and oversees policies and procedures for the Communications unit;
Maintains regular liaison with a variety of law enforcement agencies, fire departments, utilities and emergency agencies and personnel;
Coordinates the maintenance and trouble shooting of unit's communications system and equipment;
Participate in the planning, improvement and upgrade of the unit's system and equipment and makes recommendations to the Sheriff for such;
May act as a Radio Operator in emergency situations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local police and fire radio systems and emergency operating and dispatching procedures, including E-911; good knowledge of state and national law enforcement computer systems; good knowledge of supervisory and training techniques; working knowledge of standard classification of crimes, types of information available in policy and other law enforcement agencies and the duties of police and allied agencies; ability to administer the operations of a moderately-sized Public Safety Communications Center*; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years experience in the use of telecommunications equipment, at least one (1) year of which must have been in a supervisory and/or administrative capacity.

*To be demonstrated during the probationary period.