



# Pike County Communications District

307 Elm St, P.O. Box 562 • Troy, Alabama • 334-670-6600  
911 • Communications • Addressing • Mapping • Public Safety

David Morgan, Director

David.Morgan@PikeCounty911.org

## **JOB POSTING**

Title: Deputy Director

Salary: \$40,000 - \$52,000

Deadline to Apply: January 8, 2021 - 6pm CST

Apply to: Director David Morgan (david.morgan@pikecounty911.org)

### **POSITION SUMMARY:**

This position assists the Director in all functions of that position and will collaborate and work very closely with the Director and Board in oversight and management of all operations of the District. The primary focus of this position is the operation of the county's dispatch centers, assistance to the telecommunications staff within those centers, and the operationalization of a consolidated dispatch and communications system. In the absence of the Director, the Deputy Director will be responsible for all aspects of the day-to-day operations of the District and will make decisions according to policy and direction of the Director and Board. This position requires working with numerous officials and departments throughout the County, surrounding counties, the public, and other partner agencies.

### **SUPERVISION RECEIVED:**

This position reports to the director. Work is performed under the general supervision of the Director and will be mostly independent work that is evaluated through conferences, the efficiency and efficacy of the operations, and yearly progress reports.

### **DUTIES:**

The following are examples only. Other tasks may be assigned as necessary.

- Act on behalf of the Director and authorized in the event of absence or vacancy to ensure continued execution of the Director responsibilities.
- Assist with the development and maintenance of policies and guidelines that will help achieve the objectives of the District.
- Assist in developing and maintaining training and quality assurance programs.
- Help develop, implement, and maintain mission critical technology systems at 4 different PSAPs and the 911 office.
- Assist the Director in negotiating and monitoring service and repair contracts.

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- Assist the Director in the planning and implementation of both operational and capital budgets.
- Assist in the hiring process for new staff of the District as well as other employee related issues.
- Assist in the preparation of statistical data analysis and compile necessary reports.
- Secure bids for equipment, services and capital projects as required.
- Attend meetings on behalf of the District.
- Serve in an “on-call” capacity as well as willingness to work 24-hour operations in the event of an emergency or activation of the Pike County Emergency Operations Center (EOC).
- Clerical work to include answering phones, preparing board agendas, taking minutes, responding to requests for information and legal process.
- Operates various specialized equipment and motor vehicles to perform addressing field investigations.
- Reviews and updates jurisdictional maps using GIS software. Maintains effective liaisons with other government agencies, public officials and others having knowledge or expertise helpful in the design of accurate maps.
- Undertakes special assignments as directed by the Director.

## **MINIMUM QUALIFICATIONS:**

- Current Driver’s License
- High school diploma, GED, or equivalent
- Ability to pass a background check including drug test
- Ability to complete NENA Center Manager Certification Program (CMCP)
- Willingness to travel for training purposes to various locations, possibly across the country
- Willingness to work non-standard hours in times of emergency
- Knowledge of or willingness to learn accounting and bookkeeping skills, geographic information systems, Southern Software CAD, and 9-1-1 systems
- At least 2 years of public safety dispatch or 911 call taking experience within the last 10 years
- Knowledge of supervisory principles, project management principles, basic public safety operating principles, budgeting principles, and emergency communications systems including voice and data.

## **PREFERRED QUALIFICATIONS:**

- 5 years dispatch experience
- Previous administrative or supervisory experience in public safety communications
- Previous military or first responder experience, including law enforcement, fire, EMS, EMA, or field/incident/tactical communications

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- Professional certifications (ENP, APOST, FF160, EMT, Paramedic, etc.)
- FEMA/DHS courses including, but not limited to, IS100, IS200, ICS300, ICS400, IS700, IS800, COM-T, COM-L, Incident Command, PIO
- Amateur Radio license
- A 40 hour basic telecommunicator course
- A current emergency medical dispatch program certification
- NENA courses including, but not limited to, CMCP, Center Supervisor, QA/QI
- FAA part 107 sUAS certification

## **SALARY AND BENEFITS:**

- This is a salaried position earning between \$40,000 and \$52,000 annually depending on experience
- State retirement benefits
- Local Government Health Insurance Board health insurance (covered at 100% for individual coverage. Family coverage is \$749/mo)
- District provided cell phone and laptop
- Flexible working hours
- 2 weeks annual vacation, 10 days annual sick leave, and 14 paid holidays with compensatory time off for holidays worked or hours worked outside of normal hours
- Possibility of being assigned a take home vehicle in the future

## **APPLICATION PROCESS:**

- Submit resumes to Director David Morgan ([david.morgan@pikecounty911.org](mailto:david.morgan@pikecounty911.org))
- Resume or email must include most recent 3 employers, all paid public safety experience, telephone number, and at least three references (at least one professional or employer and no more than one family member not your spouse)
- Applications must be received by January 8, 2021 at 6pm
- Initial video interviews will be conducted with qualified candidates by January 15, 2021
- Background checks and in person interviews will be conducted with finalists by February 2, 2021
- Contact Director David Morgan with any questions about the position or the application process