

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Executive Director	Department:	CCP
Requisition Number:	2018116		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$79,161.35 to \$105,548.46 Annually
Date Posted Up:	4/2/18	Date Posted Down:	5/2/18
Time Up:	8:00 am	Time Down:	5:00 pm

SUMMARY

Working under the direction of the Operations Board of the Consolidated Communications Partnership of Allen County, Indiana and the City of Fort Wayne (CCP), incumbent supervises and coordinates all public safety communications planning and activities. Incumbent is responsible for organizational leadership, management and operations of the department to achieve its mission and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversees the daily operations of the Communications Department and directs the activities associated with the management of systems used for communication;
- Coordinates with the appropriate personnel to ensure the maintenance of systems, public safety emergency equipment, software and mobile data purchase and installation, and updates to all systems for communications;
- Reviews the performance and the performance appraisals of all departmental employees;
- Maintains morale and discipline and resolves personnel problems as necessary;
- Prepares budget and makes recommendations to the Operations Board of the CCP and operates within budgetary constraints;
- Monitors and reports on established benchmarks for the purpose of determining the effectiveness of the organization;
- Monitors internal and external complaints and resolves issues;
- Attends board meetings, staff meetings and hearings as required;
- Prepares presentations of budgets and other requests as needed for City and County Council;
- Establishes and maintains working relationships with City and County division and department managers, other public safety agencies, the media and the general public;
- Responds to the requests of the Sheriff, Allen County Fire Chief Association President and City's Fire and Police Chiefs to ensure dispatch protocols are accurate and pertinent to the individual agencies;
- Communicates effectively orally and in writing.

MARGINAL FUNCTIONS

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages supervisors and non-supervisory employees in the Communications Department. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Supervision is complex and involves adaptation of procedures and methods to effectively supervise the dispatch area. Due to the stressful conditions the subordinates working under incumbent must

demonstrate considerable patience and tact when handling personnel problems, so as to ensure good working relationships and high morale in the department.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in business, criminal justice or other related field; plus minimum of ten (10) years working experience in a public safety field of police, fire or EMS; or equivalent combination of education, experience and/or training; public safety communications/dispatching experience desirable.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Broad knowledge of the principles, theories and practices of public safety communications gained from extensive experience and training, and the ability to apply this knowledge in managing communications activities;
- Knowledge of laws and regulations governing public safety communications;
- Knowledge of communications equipment and the ability to apply this knowledge in the purchase, use and maintenance of such equipment;
- Knowledge of the proper procedures for receipt of emergency calls and for dispatching proper members of Law Enforcement and Fire Departments;
- Broad knowledge of transmitting equipment for a complex public safety communications system;
- Ability to cope with unprecedented types of problems by extending accepted methods and techniques or developing new ones;
- Ability to supervise and direct the activities of subordinate personnel, including training, evaluation and selection of personnel.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from (Board), City and County Council, groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables. Work is broad in scope and consists of complex, varied, non-standardized tasks requiring application of numerous laws, rules, regulations and procedures. Judgment is needed in adapting or in making significant compromises to fit unusual or complex situations. Decisions and recommendations are reviewed for attainment of objectives and compliance with policy. Errors in decisions or work usually result in loss of time, substantial inconvenience to the public, embarrassment to the organization or comparable significant adverse effects.

CERTIFICATES, LICENSES, REGISTRATIONS

- Indiana Driver's License if a municipal vehicle is used;

- Indiana Data and Communications System (IDACS), National Crime Information Center (NCIC) and Emergency Medical Dispatch (EMD) certifications or the ability to obtain certifications within the first six (6) months of employment.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.