



Tim Jones
Interim Executive
Director

GENESEE COUNTY 9-1-1 AUTHORITY

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Genesee County

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Genesee County

Deputy Director Employment Posting

Under the general supervision of the Executive Director, the Deputy Director is responsible for: (1) assists in the administration and operation of the Genesee County 9-1-1 Dispatch Authority, (2) oversees the day-to-day aspects of the dispatch center; including the supervision of Dispatch Supervisors and Emergency Telecommunicators, (3) provides administrative support functions for the Executive Director, (4) assists in the development and administers the Training and Quality Assurance Programs, (5) assists in implementing and administering dispatch center policies and procedures, (6) assists Network and Systems Administration with maintaining, creating and updating appropriate technology, Computer Aided Dispatch (CAD) files, etc.

A complete job description for this position is posted on Genesee County 9-1-1 Authority's website at: www.geneseecounty911.org

Position Opening: October 1, 2021

Position Closing: October 22, 2021

Starting Salary: \$87,000 - \$93,000 depending on qualifications (FLSA exempt)

Minimum Requirements:

Education:

- Bachelor's Degree in public safety administration, criminal justice or related field, or a combination of higher education and related experience as an equivalent required

Experience:

- Five (5) years or more of progressive experience in an emergency communications service setting with at least three (3) years in a supervisory capacity. Must be able to demonstrate the ability to maintain confidentiality, as well as the ability to communicate and work with other governmental and public safety departments. Experience with various radio systems, recording systems, mapping (GIS), computer aided dispatch (CAD) and CPE systems.

Qualified Applicants must submit a letter of interest, resume, and a Genesee County 9-1-1 Authority application. Applications can be found on Genesee County 9-1-1 Authority's website at: www.geneseecounty911.org

Completed application packets must be received at Genesee County 9-1-1 Authority by 3:00pm EST on October 22, 2021. Email to taj@geneseecounty911.org or U.S. mail to:

Genesee County 9-1-1 Authority
Attention: Director Tim Jones
4481 Corunna rd.
Flint, MI 48532