



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Combined Emergency Communications Center Director	<b>Job Number</b>	TBD-CECC-042821
<b>Department Head</b>	Combined Emergency Communications Center Executive Board	<b>Date Open</b>	April 28, 2021
<b>Salary Range Minimum</b>	\$5,338.87 – \$8,008.25 Monthly <b>Dependent on Experience</b>	<b>Application Deadline</b>	Until Filled

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### **Preferred Education and/or Experience**

- High School Diploma or GED Equivalent.
- Ability to be granted CJIS access.
- 6 years of experience in a public safety supervisory position.
- 3 years of experience working in a public safety answering/access point (PSAP).
- 2 years of experience as a computer aided dispatch software administrator.
- 5 years of experience as a public safety dispatcher and/or call taker.
- 2 years of experience in budget preparation and purchasing.
- Experience in public safety policy writing and implementation, preferred.
- Experience with emergency PSAP contingency routing, preferred.
- Experience using EMD and EFD protocols, preferred.
- Experience as a PSAP Manager, preferred.

### **Other Qualifications, Certificates, Licenses, Registrations**

- Terminal Agency Coordinator Certificate within last year.
- Master Telecommunicator Certificate.
- Communications Training Officer Certification.

### **Responsibilities**

- Works to resolve interdepartmental/intra-agency issues as outlined in the CECC Agreement, maintaining, and improving upon key relationships.
- Works to maintain efficient and effective progress toward agreed upon goals and objectives.
- Coordinates the development, implementation, and management of policies and budget as it pertains to the CECC.
- Interprets policies and provides staff direction regarding policies and procedures as needed.
- Reviews current and future requirements from business needs assessments and develops short and long-range plans to anticipate those needs.
- Coordinates long range planning goals, including the development of a Capital Improvements Plan.
- Directs the preparation and monitoring of budgets, negotiates contracts with various departments and agencies within Hays County to manage inter-local agreements, contracts, and service level agreements for the operations that impact the CECC.
- Develops and recommends business plans and performance measures in accordance with the inter-local agreement.
- Coordinates with all CECC agencies, media, and public, the day-to-day operations for 24/7 critical 911 public safety in the CECC Facility.
- Provides reports including but not limited to budget reconciliation, service level, and performance measures.
- Attends Commissioners Court, City Council, and other public meetings as required.
- Participates in trade shows and conferences; stays apprised of laws and trends pertaining to the duties executed in the CECC.
- Attends meetings with departmental personnel, other law enforcement agencies, and governmental agencies as needed.
- Serve as chairman of a CAD/RMS Committee and facilitate the management and maintenance of the CAD/RMS system and define the respective duties, obligations, and responsibilities of the parties with respect to that system and ensure operational efficiency
- Manages the day-to-day operations of the CECC Program according to the adopted Standard Operating Procedures.
- Maintains minutes of meetings and CECC Program records.
- Makes recommendations regarding standard operating procedures and management of CECC program which includes shared employees.
- Makes recommendations on protocols regarding access, usage, testing and security of all CECC systems, agency specific systems, and the management of associated data.
- Makes recommendations regarding the management of network security and CJ Systems in cooperation with the TACs.
- Participates in dispute resolution and dispute hearing process.
- Prepares and provides quarterly service level reports.
- Represents the interests of all parties equally.
- All other duties in any CECC agreement and/or interlocal agreement approved by the CECC Executive Board.

### **Summary**

The CECC Director shall manage the day-to-day operations of the Hays Combined Emergency Communications Center according to adopted standard operating procedures. The CECC Director is a shared employee that reports directly to the CECC Executive Board.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**