

Metro Communications Agency Job Description

Salary Grade	EEO Function/Category
\$67,014.50 - \$91,855.15	04/01

Job Classification	FLSA
Director of Metro Communications	Non-covered Appointed

Title of Immediate Supervisor

Metro Management Council

Job Summary

Responsible for the overall operation, planning, development and administration of the Metro Communications Agency.

Task No.

Description

1. Advise and make recommendations to the Metro Council to ensure the proper and efficient operation of the Metro Communications Agency
2. Supervise employees and make final decisions relative to hiring, discharge, layoff, suspension, disciplinary action, the adjustment of grievances, and employee performance evaluations.
3. Ensure compliance with South Dakota Codified Law, federal regulations, and agency guidelines.
4. Manage all Metro Communications functions, including long range planning, forecasting and developing capital needs, project management, intergovernmental relations and formulation of policies, procedures, and regulations for the Agency.
5. Act as liaison with county, state, and federal agencies involved in public safety emergency communication matters and build and maintain a high level of support with all users.
6. Submit and administer an annual department budget as directed by the Metro Management Council.
7. Prepare and present effective oral and written material relating to the activities of the Metro Communications Agency to the Users Group, Metro Management Council and other agencies and legislative bodies.
8. Research and make recommendations for the repair of, upgrades to or replacement of the communications systems; oversee and manage the installation, operation, and maintenance of equipment including dispatch consoles, radio system, computers and

Task No.	Description
	other data and equipment interfaces.
9.	Ensure the proper care and disposition of Agency property and provide to the Metro Management Council an annual inventory of all public properties and supplies.
10.	Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

Minimum Qualifications

Graduation from college or university with a bachelor's degree in public administration, criminal justice, communications or related field and a minimum of six years' progressively responsible professional level experience in public safety communications and/or emergency management or telecommunications planning and supervision; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

Public Safety/Public Sector experience is desirable.

Preemployment Screenings

Preemployment screenings may include, but are not limited to, the following: drug screen, criminal background, credit history, and references.

Knowledge, Skills, and Abilities

Knowledge of public safety radio and telephone systems, computer aided dispatch equipment, analog and digital communications and enhanced 9-1-1 equipment and other emergency communications equipment.

Knowledge of the practices, functions, operations and organizations and authority of federal, state, local jurisdictions, officials and agencies as they relate to emergency communication systems.

Knowledge of the practices and principles of governmental fiscal management, revenue enhancements, and expenditure forecasting, planning and control.

Knowledge of and ability to assess legislation affecting emergency communication systems and operations.

Effectively establish and maintain working relationships with subordinates, user groups, city and county elected officials and officers and managers and directors of other E911 agencies.

Ability and knowledge in public safety communications, personnel, and fiscal management.

Ability to analyze and evaluate agency operations while applying judgment and discretion in resolving problems and interpreting policies and regulations.

Ability to communicate effectively both orally and in writing.