

## **NOTICE OF JOB POSTING**

Please take notice that the Winston County E 9-1-1 Communications District is taking applications for the position of Director.

1. Qualifications and requirements are attached to this Notice.
2. Salary is negotiable based upon the education, training and experience of the applicant.
3. Applications will be accepted through the close of Business on December 8, 2023 at 5:00 p.m. Central Time.
4. Winston County E 9-1-1 is an Equal Employment Opportunity Employer.
5. Interested parties should complete and deliver the attached application and a current resume to:

Lowe Mobley Lowe and LeDuke  
1210 21<sup>st</sup> Street  
Haleyville, AL 35565

Or Mail to:

Lowe Mobley Lowe and LeDuke  
P.O. Box 576  
Haleyville, AL 35565

## WINSTON COUNTY E 9-1-1 COMMUNICATIONS DISTRICT

### APPLICATION FOR EMPLOYMENT

Winston County E 9-1-1 Communications District is an equal opportunity employer. [Company Name] does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

#### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? ☐ Yes ☐ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)  
☐ Yes ☐ No

Have you ever been terminated from employment or asked to resign by an employer? ☐ Yes  
☐ No

If yes, please provide company names and details \_\_\_\_\_

Can you work any shift? ☐ Yes ☐ No If no, explain: \_\_\_\_\_

Can you work overtime, including weekends? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

#### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed? ☐ If so may we inquire of your present employer? \_\_\_\_\_

#### REFERRAL SOURCE

How did you hear about us? ☐ Walk In ☐ Advertisement ☐ Referral ☐ Other

Have you ever worked for this company before?  
☐ Yes ☐ No Explain \_\_\_\_\_

Do you know anyone who works for our company? Yes No If yes, who? \_\_\_\_\_

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time.  
*Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer Name	Telephone

Job Title	Address
Immediate supervisor and title	Summarize the nature of work performed and job responsibilities
Reason for leaving	

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

---

## REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

### **Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for [Company Name] to hire me. If I am hired, I understand that either Winston County E 9-1-1 Communications District or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Winston County E 9-1-1 Communications District] has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Winston County E 9-1-1 Communications District true and complete information on this application. No requested information has been concealed. I authorize Winston County E 9-1-1 Communications District to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**



**Winston County E 9-1-1 Communication District (WCECD)**  
**POSITION DESCRIPTION**  
**911 DIRECTOR**

**POSITION TITLE:** 9-1-1 DIRECTOR  
**DEPARTMENT:** Administration  
**REPORTS TO:** WCECD Board of Directors

**FLSA:** Exempt  
**Date:** September 27, 2023

**POSITION SUMMARY:**

The 9-1-1 Director defines the vision, goals, and objectives to meet the 9-1-1 mission. Provides directions for all aspects of the 9-1-1 System. Plans, organizes, staffs, and directs the daily operations of the 9-1-1 Center, including budgeting, procurement of new equipment, maintenance, repairs, cost accountability, as well as 9-1-1 employee management, training, and evaluation. Monitors trends in 9-1-1 and NG911 to keep WCECD ahead of technology developments—maintaining WCECD's leadership in the 9-1-1 community. The Director is the liaison between WCECD and the Board and the voice of WCECD to the public.

**ESSENTIAL FUNCTIONS:**

1. Directs assigned staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Manages every aspect of WCECD's 9-1-1 equipment, including 9-1-1 equipment procurement and maintenance, 9-1-1 database accuracy, and the 9-1-1 technical support staff which supports all elements of the 9-1-1 system, as well as producing 9-1-1 GIS capabilities and addressing for WCECD.
3. Prepares Scopes of Work and Requests for Proposal for the purchase of 9-1-1 equipment, maintenance, and repair of equipment and for the other services required to provide reliable ANGEN, CAD, logging, and other 9-1-1 systems; prepares contract review documentation and supervises the day-to-day execution of these contracts.
4. Develops short- and long-term plans and strategies for ANGEN 9-1-1 systems for WCECD, which includes preparation of annual operating capital improvement budget, the preparation of contractual documents and, through the purchasing process, evaluates proposals which lead to the award of contracts. Acts as project manager for system and facility installation and construction.
5. Develops plans and strategies for upgrades from Enhanced 9-1-1 to state of the art systems involving a number of phases and interrelated contracts spanning several years.
6. Maintains an accurate database of Winston County's Street names, street address ranges, and law enforcement, fire, and medical jurisdictions for each street. The 9-1-1 Director is the central point of contact between the County and telephone companies and will be under general supervision.
7. Must possess the ability to communicate well with the Board and to ensure the Board is well informed of matters affecting WCECD and the Board.

## **ESSENTIAL FUNCTIONS: (continued)**

8. Promotes awareness among the citizens of Winston County as to the use of the 9-1-1 emergency telephone system. Coordinates with all law enforcement, fire, and medical agencies in all matters pertaining to the 9-1-1 emergency telephone system and provides periodic informational updates to all local jurisdictions and local agencies.
9. Coordinates with participating telephone companies.
10. Maintains and monitors a procedure manual as to the necessary work activities. Develops a continuing process to ensure that the data base is maintained in a current status for use by all emergency services.
11. Monitors new developments within the communications industry and recommends updates to the system as enhancements are developed.
12. Administers an accurate 9-1-1 mapping display system as part of the calltaking console equipment used to locate all 9-1-1 callers, both wireline and wireless.
13. Responsible for the promulgations of PSAP protocol procedures and the 9-1-1 disaster contingency plan.
14. Maintains a permanent 24x7x365 on-call status.
15. Acts as a Project Manager for major 9-1-1 systems upgrades and replacements. Coordinates every level of hardware and software installation and testing.
16. Performs other tasks as assigned and/or as the WCECD Director's Contract states.

## **CUSTOMER SERVICE:**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the Center, employees of other agencies in the County, elected officials, citizens, and customers of the departments. Service is provided in person or by phone contact.

## **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Must possess a minimum of an associate's degree in business administration, public administration, geographical information systems, applied science in EMS/Nursing/Paramedic, or a closely related field. Five to seven years of progressive management experience supervising five (5) or more employees and practical knowledge in communications technologies, the application of such to a county 9-1-1 system, and compliance with federal, state, and local regulatory requirements; or equivalent combination of education and experience.
2. Completion of a formal Leadership Training Course such as Alabama Public Safety Leadership Course, NENA CTO (Center Training Officer) or NENA 9-1-1 Center Supervisor Course.
3. Must have or be able to obtain National Emergency Number Association (NENA) Emergency Number Professional (ENP) Certification or equivalent within one year of employment. Other certifications such as Geographical Information Systems Professional (GISP) and NENA Center Manager Certification Program (CMCP) are desirable.



## EDUCATION, EXPERIENCE AND SKILLS REQUIRED: (continued)

4. Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and consider larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team; to work harmoniously with persons of diverse backgrounds and experiences, without regard to race, color, creed, religion, national origin, sex, age, or non-disqualifying disabilities.
5. Knowledge of supervisory principles; electronic communications theory; project management principles; basic public safety operating principles; budgeting principles; state of the art communications systems, including voice and data; functional characteristics of electrical components and circuits; applicable Federal, State, and Local law, rules, regulations, policies, and procedures; communications/electronics installation standards and practices; telecom equipment maintenance and operations principles and practices; applicable operating systems; and basic computer networking maintenance and operation principles and practices.
6. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; managing projects; managing work of external vendors and contractors; developing and administering budgets; developing equipment and system specifications; identifying symptoms and applying applicable theory to troubleshoot complex electronic communications systems; preparing system documentation; planning and scheduling repairs to critical public safety equipment; troubleshooting complex communications equipment problems; preparing, reading, and interpreting schematics and technical manuals; using a computer and related software applications; and, communications and interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
7. Must possess a valid Alabama Driver's License, or equivalent.

## COMPENSATION:

1. The director shall be paid an annual salary of \$\_\_\_\_\_, payable in equal bi-weekly installments. **Note: The salary will be negotiated based upon the candidate's education, training and experience in the field.**
2. The director shall accrue 3.75 hours of annual leave and 3.75 hours of sick leave per pay period.
3. The director shall receive standard holidays observed by act of State Legislature and County Commission.
4. The director shall be entitled to the employee insurance coverages as may, from time to time be offered to all employees. Current program provides 100% of employee coverage and ½ of dependent coverage through the Local Government Insurance Board.
5. The director shall have access to a business vehicle to be driven home each day. The IRS will assess the individual a personal use fee for tax purposes which is subject to change over time. The Current rate is \$3.50/day worked.

**REQUIREMENTS:**

1. The director must (a) live in Winston County, (b) move into Winston County within 90 days of employment or (c) live in a neighboring county in which the travel time to the E 911 office traveling no more than the posted speed limit would allow the person to be in the office within 45 minutes of call out.