

Organization:	Alabama 9-1-1 Board	Job Title:	Executive Director
Location:	Montgomery, AL	Job Category:	Executive
Date posted:	November 21, 2025	Paygrade:	19
Posting Expires:	January 16, 2026	Travel Required:	Moderate
HR Contact:	Leah Missildine, Executive Director	Position Type:	Full-time
External posting URL:	www.al911board.com	Base Annual Salary:	\$125,044.26

Applications Accepted By:

Apply for this position by completing the Alabama 9-1-1 Board's [Resume Submission Form](#).

Job Description

The Executive Director of the Alabama 911 Board is a highly responsible executive position charged with overseeing all aspects of the Board's operations and strategic direction. This role manages daily administration, financial oversight, and compliance with state and federal regulations while safeguarding official records and assets. The Executive Director provides leadership in public safety and technology, including the implementation of Next Generation 911 systems, and directs personnel management, interagency coordination, and long-term planning. With authority over budgets, policy execution, and public outreach, this position requires exceptional leadership, technical expertise, and strategic decision-making to ensure the effective delivery of emergency communication services statewide.

Roles and Responsibilities:

- **Administration & Management** -- Oversee daily operations, including technical, personnel, and fiscal activities. Direct and monitor all programs and ensure compliance with board policies.
- **Financial Oversight** -- Act as treasurer; manage budgets, approve expenditures, supervise procurement, and safeguard property and records.
- **Record Keeping & Documentation** -- Maintain official records, including meeting minutes, license applications, and business transactions. Serve as custodian of records.
- **Communication & Correspondence** -- Act as corresponding secretary; sign official instruments and manage all board communications.
- **Policy Implementation** -- Ensure compliance with the Code of Alabama, Administrative Procedures Act, and relevant executive orders.
- **Public Safety & Technology Leadership** -- Develop short- and long-term strategies for 911 services, including NG911 implementation and technology upgrades.
- **Personnel Management** -- Hire, train, and evaluate staff; enforce personnel policies and procedures.
- **Interagency Coordination** -- Serve as liaison with law enforcement, fire, EMS, and other agencies for coordinated emergency response.
- **Budget & Finance** -- Develop and monitor operational and capital budgets; pursue grants and funding opportunities.
- **Public Outreach** -- Promote awareness of 911 services and proper usage through community engagement.
- **Strategic Planning** -- Drive initiatives for system improvements and future technology adoption.

Knowledge, Skills, and Abilities Required:

- **Leadership & Decision-Making** -- Ability to lead teams and make sound decisions under pressure.
- **Communication Skills** -- Strong verbal and written communication for staff, stakeholders, and public interaction.
- **Technical Expertise** -- Knowledge of emergency communication systems (CAD, GIS, radio systems) and NG911 technology.
- **Regulatory Knowledge** -- Understanding of local, state, and federal laws governing public safety communications.
- **Financial Acumen** -- Budget development, financial oversight, and grant management.
- **Strategic Thinking** -- Ability to plan long-term initiatives and adapt to evolving technology.

Minimum Qualifications:

- **Education** -- Bachelor's degree in Public Administration, Business, Communications, or related field required.
- **Experience** -- Minimum seven (7) years of progressively responsible experience in public safety, emergency management, telecommunications, or related field. At least five (5) of those years in a supervisory or management role.
- **Certification** -- Emergency Number Professional (ENP), Registered Public Safety Leader (RPL), Certified Public-Safety Executive (CPE), or similar.
- **Proximity** -- This position requires a strong in-office presence, with remote work limited to occasional circumstances. Proximity to Alabama's center of government is strongly recommended to ensure timely collaboration and responsiveness to organizational needs.
- **Preferred**
 - Advanced degree in law, public administration, or finance.
 - Active involvement in industry-specific professional bodies, working groups, or standards development.

Retirement and Insurance Information

- <https://www.lghip.org/member>
- <https://www.rsa-al.gov/ers/>