

RECRUITMENT ANNOUNCEMENT

Deputy Director Berkeley County Central Dispatch

\$43,139-\$69,035 (DEPENDING ON QUALIFICATIONS)
FULL COUNTY PROVIDED BENEFITS

APPLICATIONS ARE AVAILABLE ON-LINE AT www.berkeleywv.org OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 9:00 AM-5:00 PM, APPLICATIONS MAY BE RETURNED IN PERSON OR AT www.deputydirector@berkeleywv.org. APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, FRIDAY, DECEMBER 16, 2016.

KIND OF WORK:

Professional, administrative and supervisory position responsible for coordination of activities for the Berkeley County Central Dispatch/911 Center. Supervision and direction are given to all Central Dispatch/911 Center employees. Supervision is received from the Central Dispatch Director.

This position requires employees to work in highly stressful situations where serious injury to persons and/or property damage may occur as a result of error. As this is an Emergency 9-1-1 Center operating twenty-four (24) hours per day, seven (7) days per week there may be occasional evening and/or weekend work.

EXAMPLES OF WORK:

Assists the Director and be able to execute the following tasks on an As-Needed basis:

1. Direct, plan and coordinate the functions and operations of Central Dispatch/911 Center.
2. Evaluates complaints against the communications center staff.
3. Prepare and coordinate shift schedules.
4. Keep and maintain records of all phases of the operation in Central Dispatch/911 Center, including confidential personnel records and files.
5. Maintain current, accurate and applicable Standard Operating Procedures for all phases of operation in Central Dispatch.
6. Perform or participate in all phases of staff and management development, including training staff to meet or exceed internal and external job performance requirements.
7. Compile, prepare and distribute periodic reports concerning the receipt and handling of all calls processed through the Central Dispatch/911 Center.
8. Assure that all operations and equipment of the Central Dispatch/911 Center meet FCC regulations as well as other federal, state and local laws.
9. Develop and execute public relations programs, as needed.
10. Develop and administer the department operating and capital budget.
11. As needed, supplement the Central Dispatch personnel during periods of high call volume, disasters, and staffing shortages.
12. Meets with local, state and federal level elected officials and emergency management officials as required.
13. Through workshops, conferences, publications and other means, maintain a working knowledge of current technologies, equipment, codes, certification requirements and other areas pertinent to the department operations.
14. Perform other related duties as required.

QUALIFICATIONS AND REQUIREMENTS:

A comparable amount of training and experience may be substituted for the minimum qualifications.

1. Bachelor's degree in Public Administration, Business Administration, or related field preferred but not required.
2. Extensive experience in public safety emergency communications with at least 5 years of experience at the supervisory level.
3. Any combination of experience and education equivalent to the above.
4. Minimum training includes but is not limited to certification in Emergency Police, Fire & Medical Dispatch, CPR, Teletype Operations, APCO Basic Communicator, and APCO Communications Supervisor Course (must be obtained within one year of appointment).
5. Working knowledge of National Incident Management System (IMS/ICS).
6. Basic knowledge of local, state and national laws and standards as they apply to the field of public safety emergency communications.
7. Working knowledge of Berkeley County geography and surrounding areas.
8. Basic knowledge of current communications equipment including conventional and trunked radio systems and digital communications equipment.
9. Proficient in use of computer applications (spreadsheets, word processing, Email, etc.)
10. Ability to effectively analyze technical data and; to write, research and prepare reports relating to public safety communications and operations.
11. Knowledge of organizational and personnel management, with ability to effectively supervise and direct the work of others.
12. Ability to effectively supervise and direct the work performance of subordinate supervisors and support staff members.
13. Ability to establish and maintain effective working relationships with advisory groups, volunteers, commissions, elected officials, media and the general public.
14. Strong and effective spoken and written (English) communications skills, including public speaking.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone (wearing and using a headset) and personal contact as normally defined by the ability to see, read, hear, handle or feel objects and related equipment, such as, but not limited to personal computer, calculator, copier, fax machine, radio console, etc.

SPECIAL REQUIREMENTS:

1. Possession of valid driver's license.
2. Available for varied work hours as needed and available for on-call basis for emergency situations.
3. This position may be subject to random drug and alcohol testing.

EXAMINATION PROCEDURE:

- Standard written examination
- An evaluation of training and experience
- One or more interviews
- Employment related reference checks
- Background investigation
- Pre-employment physical to include drug screen, eye test and audiometric exam (administered after offer of employment).

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:

(some of the benefits may be available to regular part-time employees)

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance may be provided to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision and prescription drug coverage. Depending on election, the County may pay up to 100% of the employee costs and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Direct deposit is mandatory.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER