



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

JOB POSTING

Executive Director

Under the general supervision of the CCCDA Governing Board of Directors, the Executive Director is responsible for the efficient and economical operation of the Public Safety Answering Point and Dispatch Center in Calhoun County. The Executive Director develops and implements operational policies, prepares and administers the annual budget, oversees the hiring, training and supervision of all CCCDA personnel, and assists the Board with negotiating union contracts and agreements.

A complete job description containing essential job functions for this position can be found on CCCDA'S website at www.calhouncounty911.org under the employment page.

Minimum Requirements

- Bachelor's degree or a combination of higher education and related experience as an equivalent.
- Five or more years' experience in the operation and supervision of a fully automated central communications system.
- Thorough knowledge of the laws, ordinances, and other regulations pertaining to the provision of emergency services and 9-1-1 and public safety dispatching and related tasks.
- Knowledge of modern office administration, supervisory practices and procedures.
- Knowledge of government budgeting practices and procedures.
- Knowledge of mobile radio communication technology, computer-aided dispatch systems, and 9-1-1 telephone systems.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in the training, direction, and supervision of others.
- Ability to effectively communicate ideas and concepts, orally and in writing, and make presentations in a public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies and municipal professionals.
- Ability to manage and direct staff members by both personal example and direct action.
- Ability to be self-directed and maintain high initiative without day to day direct supervision.

315 West Green Street * Marshall, MI 49068 *** (269) 781-0911**

- Ability to work effectively under stress and changes in work priorities.
- Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies on a 24-hour basis.

Status: Full Time **Salary Range:** \$87,000 – \$95,000 depending on qualifications, subject to negotiation

Application Deadline: July 9, 2021 12:00 P.M. Noon

Qualified applicants must submit a letter of interest, an updated resume, and a *Calhoun County Consolidated Dispatch Authority* application in order to be considered as having applied for this position. Applications can be found on CCCDA's website at www.calhouncounty911.org under the employment page

Completed application packets must be received at the following location in a sealed envelope by **12:00 P.M. Noon on July 9, 2021:**

Calhoun County Consolidated Dispatch Authority
RE: Executive Director Position
315 W. Green St.
Marshall, MI 49068