

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: FEBRUARY 19, 2015**  
**CLOSING DATE: MARCH 4, 2015**

**DEPARTMENT:** Sheriff's Office

**POSITION:** 911 System Coordinator

**LOCATION:** Globe/Payson

**JOB CODE:** 15-019

**ANNUAL SALARY:** \$35,404.00-\$38,060.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to administer and coordinate with all PSAP locations and entities such as law enforcement, fire and medical throughout Gila County to maintain and develop the 9-1-1 System and network. Works as a liaison for Gila County with the State of Arizona 9-1-1 Administration.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>TIME SPENT</b>
• Acts as the Single Point of Contact between local law enforcement, fire, and medical agencies and the Arizona State 9-1-1 Office for the day to day activities, escalations, complaints, and deployments.	25%
• Prepares and submits the 9-1-1 budget for Gila County. Processes monthly billing and all accounting to State 9-1-1 Office.	20%
• Prepares reports, reviews maintenance contracts and purchase orders. Coordinates funding requirements for 9-1-1 budget and future needs. Coordinates with local addressing authorities, GIS, and MSAG.	15%
• Maintains the 9-1-1 Service Plan and all associated contracts, agreements, and plan.	20%
• Is Point of Contact for 9-1-1 projects. Schedules and attends meetings, trainings, and conferences dealing with the administration for the 9-1-1 System.	10%
• Communicates, updates, and educates all local agencies within Gila County as the PSAP advocate.	10%
• Performs other duties as assigned	

### BUDGET RESPONSIBILITIES

Reviews, edits, and provides recommendations on Department Level budget preparation.

### PROJECT RESPONSIBILITIES

Provides project research and clerical support on quality assurance, employee training and development projects.

### ORAL COMMUNICATION DUTIES

This position trains colleagues; explains County procedures; responds to public inquiries; participates in meetings; and negotiates or persuades. Occasionally incumbents in this position may be required to speak with the media.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, procedures, emails, press releases, internal memoranda and reports.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

### MINIMUM EDUCATION REQUIRED

High School Diploma or GED

**Continue on back of page.....**

## **MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Three (3) years directly related experience; or equivalent combination of education, training and experience.

## **PROFESSIONAL CREDENTIALS REQUIRED**

None

## **KNOWLEDGE REQUIRED**

Finance, accounting, Federal and State, local laws, regulations, statutes, GIS, MSAG, and mapping understanding, grant application and administration process and procedures. Contracts and intergovernmental agreements, 911 networks, links, and equipment. Telecommunication technology, public safety & security, law enforcement, public safety regulations, First Responders' Protocols.

## **SKILLS REQUIRED**

Active learning, active listening, analytical thinking, public speaking, problem recognition, problem solving, multi-tasking, communicating diplomatically.

## **ABILITIES REQUIRED**

Express self through written words, solve problems deductive reasoning, makes sense of multiple information, read and write at professional level.

## **PHYSICAL DEMANDS**

- Constantly sits to complete report, operate computers, operate special equipment, complete a program, attend to reception areas, perform watchmen duties and sits to attend to other duties.
- Rarely requires dexterity for peacekeeping tools and special machines; constantly requires dexterity for keyboard operation and dexterity for special gadgets.
- Incumbents in this position may be required to rarely intervene, walk to and from work sites, bend, stoop, crawl, kneel, and twist.
- Occasionally lifts work-related materials of up to 10 lbs. in weight.

## **WORK ENVIRONMENT**

This position constantly spends time in office environment; occasionally spends time in classroom(s).

## **SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk. On rare occasions, incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens, physical danger, mechanical hazards, chemical hazards, electrical hazards, bloodborne pathogen, communicable diseases, fire hazards, explosives, respiratory hazards, extreme temperature, noise and vibration, and wetness and humidity.

## **PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

## **CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.