

Barry County Central Dispatch

Date Issued: November 2006

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DIRECTOR JOB DESCRIPTION

142

Purpose of Position

Accountable, under the direction of the Barry County Central Dispatch Administrative Board (BCCDAB), for the overall supervision, management and control of the affairs and property of Barry County Central Dispatch (BCCD); to ensure consistent messaging and achievement of its mission and financial objectives.

Principal Accountabilities:

1. Responsible for the general operations of BCCD by providing leadership in developing programs, organizational and financial plans with the BCCDAB and staff, and carry out plans and policies authorized by BCCDAB.
2. Overall management of the BCCD staff to include coaching, training, performance management and hiring/termination. Maintain a climate that attracts, keeps and motivates a staff of top quality people, consistent with the BCCD plan.
3. Prepare the BCCD annual budget at the direction of, and/or in conjunction with the BCCDAB finance committee, with supporting information and explanation.
4. Maintain an inventory record of BCCD owned property, according to BCCD policy and state statutes.
5. Oversee recordkeeping systems of calls, complaints and other matters.
6. Maintain official records and documents, and ensure compliance with all federal and state regulation.
7. Establish and maintain sound working relationships and cooperative arrangements with emergency service agencies and their representatives to ensure their needs are met and their concerns addressed.
8. Attend meetings of the BCCDAB with right to be heard in all BCCD proceedings, but without the right to vote.
9. Work with BCCDAB chairperson and committee chairpersons in planning meetings and preparation of documents for such meetings.
10. Professionally represent BCCD to citizens, civic groups, and other governmental entities to explain BCCD operations and services and to respond to inquiries and concerns.

11. Recommend to the BCCDAB and appropriate committees such measures necessary or appropriate for the maintenance and improvement of BCCD operations and service.
12. Perform such additional responsibilities as may be added or changed at any time at the discretion of the BCCDAB, formally and in writing.

Qualifications:

The Director shall have a Bachelor's degree or graduate degree in a field related to BCCD's purpose; or equivalent experience or expertise. The Director shall also have a minimum of five years in administration that involves supervision of staff and management of significant funds.

Adopted by the Administrative Board action at their regular meeting November 27, 2006.