



VACANCY ANNOUNCEMENT
An Equal Opportunity Employer



POSITION: DIRECTOR DISPATCH CENTER

Date of Posting: August 5, 2020

Date Posting Closes: August 28, 2020

JOB DESCRIPTION: Supervises, assigns, reviews and coordinates daily activities of the dispatch center. This includes the overall responsibility for the operations and effective functioning of the center, ensuring work quality and adherence to established policies and procedures. The Director provides leadership and direction for the dispatch center as a whole and performs related duties as required. Salary based on experience and qualifications.

GENERAL DUTIES AND RESPONSIBILITIES:

- Plans, prioritizes, assigns, supervises, reviews and coordinates the day to day activities of the dispatch center including responsibility for the operation effective functioning of the dispatch center. Oversees scheduling and provides adequate staffing for the dispatch center.
- Responsible for preparing the annual budget. Presents budget to the Board of Directors for approval. Administrator of the budget and provides regular updates to the board about current financial status.
- Performs duties of the Terminal Agency Coordinator (TAC). Operates Criminal Justice Information Systems (CJIS) (NCIC/Link).
- Supervise and directs the work of all employees of the center to ensure proper performance of duties and adherence to rules and regulations.
- Develops, administers, implements, and enforces policy and procedures.
- Conducts correspondence and maintains reports and records relating to the activities of the dispatch center and equipment.
- Participates in the selection of assigned staff; provides or coordinates staff training to maintain certification, works with staff to correct deficiencies; conducts investigations and implements discipline procedures as outlined by the Standard Operating Procedures (SOP).
- Oversees, maintains and updates a variety of dispatch records as required; maintains current radio license for the center and ensures license in compliance with Federal Communication Commission (FCC) regulations as well as all other state and local regulations.
- Monitors and maintains a variety of dispatch equipment including computer-aided dispatch (CAD) system, automated telephone system, and recording systems and radio systems; works with staff and outside agencies to ensure systems are working properly.
- Ensures the taping, retention and distribution of all phone and radio traffic.

- Prepares a variety of analytical and statistical reports and correspondence on operations and activities.
- Attends and participates in professional group meetings, maintains awareness of new trends and developments in the field of public safety dispatching, incorporates new developments as appropriate into programs.
- Successfully completes Telecommunicator Certification Course and Functions as a telecommunicator as needed.
- Other duties as assigned by the Nelson County Dispatch Board of Directors.

QUALIFICATIONS:

- Budget preparation and administration duties
- Thorough knowledge of FCC rules and regulations
- Operations, services and activities of a functioning dispatch center
- Computer Aided Dispatch (CAD) procedures and standard practices regarding radio transmissions or related system
- Communications equipment including radio systems, 911 systems, and computer aided dispatch (CAD) system or related system
- Principles of supervision, training and performance evaluations
- Statutory and decisional law relating to confidentiality of records and legal requirement for training and civil liability
- Office procedures, methods and equipment including computers and applicable software applications.

EDUCATION:

- Must have a minimum of High School Diploma or GED
- Must have success completed or must successfully complete within 6 months of hiring, the State approved Telecommunications Academy
- Must have successfully completed or must successfully complete within 12 months of hiring, the State approved Telecommunications Supervision Basic Course
- Must have successfully completed or must successfully complete within 18 months of hiring, the State approved Managing a Communications Center Course; and
- Must have successfully completed or must successfully complete within 24 months of hiring, the State approved Effective Telecommunications Supervisor Course

Preferred Education:

- Bachelor's degree in Communication, Emergency Management, Law Enforcement Field or work related experience in the field.

METHOD OF APPLICATION:

- Applications can obtained from www.cityofbardstown.org or www.nelsonsheriff.com or picked up in person at the Nelson County Sheriff's Department.
- Return completed applications and resume to Sheriff Pineiroa at 210 Plaza Drive, Bardstown, Ky. 40004. The applications are due close of business, August 28, 2020.



Nelson County Dispatch E-911 Center

214 Plaza Drive

Bardstown, KY 40004

Phone: (502)348-3211 Fax: (502)348-4285



APPLICANT INFORMATION			
LAST NAME	FIRST NAME	M.I.	DATE
ADDRESS			APT./UNIT#
CITY	STATE	ZIP	
PHONE	EMAIL		
DATE AVAILABLE	SOCIAL SECURITY NUMBER		DESIRED SALARY
POSITION			
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, are you authorized to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever worked for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, explain	

EDUCATION			
HIGH SCHOOL		ADDRESS	
FROM	TO	GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE
COLLEGE		ADDRESS	
FROM	TO	GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE
OTHER		ADDRESS	
FROM	TO	GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE

REFERENCES	
Please list THREE possible references	
FULL NAME	RELATIONSHIP
COMPANY	PHONE
ADDRESS	
FULL NAME	RELATIONSHIP
COMPANY	PHONE
ADDRESS	
FULL NAME	RELATIONSHIP
COMPANY	PHONE
ADDRESS	

PREVIOUS EMPLOYMENT			
COMPANY	PHONE ()		
ADDRESS	SUPERVISOR		
JOB TITLE	STARTING SALARY \$	ENDING SALARY \$	
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
COMPANY	PHONE ()		
ADDRESS	SUPERVISOR		
JOB TITLE	STARTING SALARY \$	ENDING SALARY \$	
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
COMPANY	PHONE ()		
ADDRESS	SUPERVISOR		
JOB TITLE	STARTING SALARY \$	ENDING SALARY \$	
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

MILITARY SERVICE		
Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>I authorize investigation of all statements contained in this employment application and additional job-related background investigation may be necessary in arriving at an employment decision.</p> <p>If this application leads to employment, I understand that false or misleading information in application or interview may result in my release.</p> <p>I understand that neither this document nor any verbal promises made by employer or representative employee may be constituted as an employment contract.</p> <p>I understand and acknowledge that, unless otherwise defined by law, policies and procedures or rules and regulations, any employment relationship with this organization is of an "at-will" nature, which means that either the employee or employer may terminate the employment relationship at any time, with or without cause or advance notice.</p> <p>I understand that this application is the property of The Nelson County Central Dispatch Center. This application must be signed and dated below before receiving consideration for employment.</p>	
Signature	Date

**CITY OF BARDSTOWN
DEPARTMENT OF PERSONNEL
EEO DATA INFORMATION**

The Civil Rights Act of 1964, Title VII – Equal Employment Opportunity – prohibits discrimination based on race, color, religion, sex or national origin. This employer complies with this Act and various other Federal Government regulations prohibiting discrimination because of age, marital or veteran status, medical condition or disability.

We must make periodic reports to the Federal Government to reveal whether or not the entire personnel operation is in compliance with the various laws dealing with Equal Employment Opportunity. We ask your assistance with our reporting requirements by completing this form. This information will not be used in the employment process; it will be used only for compiling and reporting statistical data relevant to personnel operations after all phases of the employment process are completed.

Name _____ Social Security No. _____ DOB _____

Address _____
Street, Route or Box City State Zip Code

Position Applied For _____ Date _____

Is Position Vacant: Yes No

Method of Recruitment (Please specify or give name of publication):

A. Newspaper _____

B. Professional Publication _____

C. Referral _____

D. Other _____

PLEASE CHECK () APPROPRIATE BOX

Sex: Male Female

Race: Black White Hispanic Asian / Pacific Islander
 American Indian / Alaskan Native

Other: Vietnam Era Veteran Disabled Veteran Individual with a Disability

Failure to complete this form does not preclude the applicant's consideration for the applied position.

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