

VACANCY ANNOUNCEMENT An Equal Opportunity Employer



POSITION: <u>DIRECTOR DISPATCH CENTER</u>

Date of Posting: August 5, 2020

Date Posting Closes: August 28, 2020

<u>JOB DESCRIPTION:</u> 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
- Mush 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 <u>www.cityofbardstown.org</u> or <u>www.nelsonsheriff.com</u> 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 INFORMA	TION				
LAST NAME	FIRST NAI	FIRST NAME			DATE
ADDRESS					APT./UNIT#
CITY STATE				ZIP	
PHONE EMAIL					
DATE AVAILABLE SOCIAL SECU		JRITY NUMBER		DESIRED SALARY	
POSITION					
Are you a citizen of the United States? □Yes □No			If No, are you author	zed to work ir	the U.S? Yes No
Have you ever worked for this company? □Yes □No			If yes, when?		
Have you ever been convicted of a felony? □Yes □No			If yes, explain		

EDUCATION				
HIGH SCHOOL			ADDRESS	
FROM	TO		GRADUATE? :: Yes :: No	DEGREE
COLLEGE			ADDRESS	····
FROM	TO	W.	GRADUATE? □Yes □No	DEGREE
OTHER			ADDRESS	
FROM	то	-	GRADUATE? :: Yes :: 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	? @Yes @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	? □Yes □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? □Yes □No					
-					

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

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

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.

If this application leads to employment, I understand that false or misleading information in application or interview may result in my release.

I understand that neither this document nor any verbal promises made by employer or representative employee may ne constituted as an employment contract.

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.

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.

Signature	Date	

/oice: (800) 416-2769	VeriCORP, Inc.	Fax: (502) 254-5288

DISCLOSURE AND AUTHORIZATION REGARDING PROCUREMENT OF BACKGROUND REPORTS

It is recognized and understood that the Fair Credit Reporting Act provides that anyone "who knowingly and withfully obtains information on a consumer from a consumer reporting agency under false pretenses" shall be fined not more than \$2,500 or imprisoned not more than one year, or both.

CITY OF BARDSTOWN

In connection with my application for employment (including contract for services), I understand that investigative background inquiries are to be made on me which may include consumer credit, criminal convictions, motor vehicle, and other reports. These reports may include information as to my character, work habits, performance, education and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from VeriCORP, Inc., and/or any of their licensed agents. This authorization and consent shall be valid in original, fax or copy form. I further authorize ongoing procurement of the above mentioned reports at any time during my employment (or contract) and have received a copy of the Consumer Reports Notification regarding pulling of such consumer reports.

Applicant Signature				Da	te:
Please PRINT clearly:	Position applied for:				
Name:First				Maide	n / AKA
Soc. Sec. #:	Middle Sex:			Last	
	_				
	Sta				
Previous Address:				County	
	Sta				
Prior Employer					
Employer:				_Dates there:	to
City:			_State:	Phone:	
Job Title:				_ Supervisor:	
Education Verification					
School attended:				_ Degree:	
City:	S	State	e:	Dates attended:	to
Motor Vehicle Report	-				· .
Name as it appears:			License #:		State held:

Responses to these questions are completely voluntary. You need not respond to have your application considered. However, without this information, we may be unable to distinguish you from another in the event we discover adverse information during the background investigation.

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	. <u></u>		Social Sec	urity No	DOB
Address					
		Street, Route or B	ox City State Zip Coo	le	_
Position A	applied For				Date
Is Position	ı Vacant: 🗆 Ye	s 🗆 No			
	•		ive name of public	ation):	
B. Pr	ofessional Pub	lication			
C. Re	eferral				
PLEASE	CHECK (√) A	APPROPRIATE	BOX		
Sex:	☐ Male	☐ Female			
Race:	☐ Black	☐ White	☐ Hispanic	☐ Asian / Pacific Islander	
	☐ American	ı Indian / Alaska	n Native		
Other:	Vietnam Era V	eteran 🗆 Disable	ed Veteran 🗆 Ind	lividual with a Disability	

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