



Date: August 21, 2024

Barton County Missouri Emergency Services Board of Directors is seeking applicants for the position of Barton County 911 Director. See attached Job Description.

Salary Range is between \$60,000 to \$65,000 including a comprehensive Benefits package.

Deadline for submitting resumes is November 1, 2024.

Please e-mail resume with 3 references to the following: firechief@lamarmo.org

Barton County Emergency Services Board is an Equal Opportunity Employer. This organization provides equal opportunity to all qualified applicants for employment without regard to Race, Color, Religion, Sex, National Origin, Age, Disability or Genetics.



Job Description Barton County 911 Director

Job Title	<i>Barton County 911 Director</i>
Reports To	<i>Barton County Emergency Services Board of Directors</i>

Job Purpose

The Barton County 911 Director is responsible for the successful operation of the Emergency Communications in Barton County. This position includes managing department personnel, maintaining all 911 records, monitoring department budgets and financial records, and serving as a liaison between internal personnel and outside agencies.

Duties and Responsibilities

- Manage, hire, and supervise personnel.
- Counsel and motivate personnel to achieve established goals.
- Complete performance evaluations; providing meaningful feedback and implementation of disciplinary action if necessary.
- Serve as Custodian of 911 records, including handling of all Sunshine Law requests.
- Serve as liaison between ECD personnel and personnel of outside agencies.
- Assist with testing, interviewing, and recommending of new full- and part-time departmental employees.
- Assist in compiling, calculating, monitoring, and maintaining department budgets, expenditures, and financial records.
- Participate in department policy development including writing, reviewing, updating, and implementing departmental Standard Operating Guidelines (SOG's).
- Provide computer support for the Computer Aided Dispatch/Information Systems as needed.
- Function as the Assistant Terminal Agency Coordinator (TAC) for the department.
- Acts as the Public Information Officer and Community Educator for the department through special projects.
- Coordinate with the 911 Training and Education Manager regarding daily operations as assigned.
- Maintain accurate records of recording devices and computer operations as required.
- Attend meetings and training events to obtain/maintain recommended professional certifications, through 911 professional organizations, such as APCO, NENA, and NAED.
- Investigate complaints received on 911 call-taking and dispatching.
- Attend conferences, seminars, and other training for professional development purposes.
- Present a professional appearance, including appropriate apparel when required to appear in a courtroom for any type of proceeding.
- Utilize necessary computer software applications as well as CAD and other department communications equipment.
Successfully pass pre-employment and random drug testing.
Be an active member of the community.
- Other duties as assigned.



Job Description

Barton County 911 Director

Education and Experience

Preferred a Bachelor's Degree in Communications, Public Administration, Business Administration, Emergency Management, or related field; plus, four (4) years' experience in emergency communications/dispatch work with an Emergency Communications Department AND preferred two (2) years' experience as a Shift Supervisor or comparable experience. Must possess and maintain current certification for Emergency Medical Dispatch certification, Missouri Uniform Law Enforcement System (MULES), along with Communications Training Officer Certification throughout appointment. Must have completed National Incident Management System (NIMS) 100, 200, 700, and 800 or able to complete them within one year.

Qualifications

- Public safety communications knowledge is required.
- Possess general knowledge of computer software; such as Word, Excel, PowerPoint and various desktop software/publishing based on assignment.
- Must possess superior knowledge of CAD software, radio equipment operation, 911 call handling equipment, and Standard Operating Guidelines.
- Management and supervisory principles, techniques, and procedures
- Effectively train and supervise assigned personnel.
- Exercise discretion and utilize sound, independent judgment regarding matters of significance.
- Make responsible decisions and recommendations.
- Perform work efficiently under extended high levels of stress and deal courteously with co-workers and the citizens in stressful situations.
- Able to follow oral and written instructions.
- Communicate clearly and effectively both verbally and in writing.
- Model and promote acceptance and respect for differences among employees and citizens.
- Present an overall professional image.
- Able to effectively and courteously communicate with associates and the general public.
- Perform effectively as a team member.
- Excellent attention to detail.
- Ability to multitask effectively.
- Reliable
- Follow all known safety protocols.
- Able to implement the County's mission and philosophy.
- Able to perform the essential functions of the job without posing a direct threat to the health and safety of self or others.
- Preference may be given to residents of Barton County.

Working Conditions

Working conditions at Barton County 911 may include but not limited to sitting at a desk, must be mobile to a degree that allows for job-related movement around the work area. The ability to perform job functions includes sighted and hearing to such a degree as to not compromise safety rules or the safety of self or others while working. Low levels of twisting and bending required dexterity necessary to operate office equipment such as computers, copiers, FAX machines, calculators, telephones, and occasional heavy lifting. The position may require extra hours or long hours during low staffing or emergency conditions.



Job Description Barton County 911 Director

Physical Requirements

Seeing: Must be able to see to read and follow instructions

Hearing: Must be able to hear to effectively communicate with clients, vendors, and coworkers

Sitting: Must be able to sit for long periods of time

Standing/Walking: Must be able to move about worksite

Climbing/Stooping/Kneeling: Must be able to climb stairs, get on a ladder, stoop or kneel to pick up products or materials

Lifting/Pulling/Pushing: Must be able to lift overhead, push and carry up to 50 pounds

Percentage of Work Time Spent On			
0-24%	25-49%	50-74%	75-100%
			X
			X
		X	
			X
X			
X			

Employees will be required to demonstrate continued knowledge of this position's current regulations and requirements. All employees are required to follow all safety standards and wear personal protective equipment in designated areas.

Employees must meet the requirements of their full job description as stated throughout the duration of employment with Barton County Courthouse.

Condition of Employment

Successful candidates may need to submit to random drug testing throughout employment and successfully pass the background check.

Employee's Signature: _____

Date: _____