



## SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking an Emergency Communications Manager for the Emergency Services Department. Work will be performed under the supervision of the Emergency Services Coordinator and will include the following typical tasks:

Performs difficult skilled technical work coordinating and overseeing the automated records management systems as it relates to the Emergency Communications Center, preparing and monitoring department budgets, and related work as apparent or assigned. Work is performed under the general direction of the Emergency Services Coordinator. Divisional supervision is exercised over all personnel within the division.

### **Essential Functions**

- Coordinates and oversees the Sheriff's Department automated records management systems as it relates to the Emergency Communications Center.
- Evaluates employees; receives and evaluates reports and recommendations concerning employee performance and disciplinary actions.
- Prepares and monitors annual budget and contracts for the operation, maintenance, support services, and capital improvement programs for the Public Safety Answering Point.
- Formulates long range plans relating to personnel resources and technological improvements.
- Coordinates the operations of the Emergency Communications Center with servicing and contract agencies including law enforcement, fire, emergency medical services, animal control and utilities.
- Coordinates the design, purchase, construction, maintenance, repair, and utilization of all radio transmitters, receivers, testing equipment, and all other two-way equipment operated by the Sheriff's Department.
- Assures that the operation of the Public Safety Answering Point is directed toward meeting the overall goals of the law enforcement, fire, EMS, and animal control agencies of the county.
- Ensures compliance with all local, state, and federal policies, procedures, and security regulations.
- Coordinates the recruitment, hiring, and disciplinary process for Communications personnel.
- Supports and assist activities within the Department of Emergency Services.
- The ability to perform Dispatch duties.
- Performs other duties as assigned.

Thorough knowledge of modern communications and records management systems and a willingness to develop innovative approaches to the delivery of emergency services dispatching and maintenance; thorough knowledge and understanding of automated computer systems available to public safety organizations, thorough knowledge of the laws and regulations relating to the release of information and records; thorough knowledge of the principles and practices of supervision and training; ability to plan and supervise the work of subordinates; ability to understand training needs and approaches that can be utilized in accomplishing division training goals; ability to communicate with others and to assimilate and understand information in a manner consistent with essential job functions; ability to operate assigned equipment; ability to make sound decisions in a manner consistent with the functions of the position;

ability to make formal presentations; ability to establish and maintain effective working relationships with associates and the general public.

Bachelor's degree with coursework in public safety administration, or related field and extensive experience in emergency communications services or public safety including managerial and advanced telecommunications systems experience, or equivalent combination of education and experience.

Required Certifications Include:

- Certification as a National Crime Information Center (NCIC) and Virginia Criminal Information Network (VCIN) Operator within 6 months of hire, promotion, or placement in the job.
- Certification as a Communications Training Officer (CTO) from the Association of Public-Safety Communications Officials (APCO) International, or an equivalent certification.
- A state driver's license in good standing.
- National Incident Management System (NIMS) 100, 200, and 700 Series Police/Fire training from the Federal Emergency Management Agency Emergency Management Institute.
- Certification in cardiopulmonary resuscitation (CPR) from the American Heart Association (AHA) or equivalent.
- Certification in Automated External Defibrillation (AED) from the American Heart Association (AHA).
- APCO Registered Public Safety Leader or NENA Emergency Number Professional

**Starting salary \$50,000**

Position open until filled

**Surry County Administrator's Office  
Attn: HR Department  
45 School Street  
Surry, Virginia 23883  
(757) 294-5271**

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: [www.surrycountyva.gov](http://www.surrycountyva.gov). The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL  
EMPLOYMENT OPPORTUNITIES EMPLOYER**