



City of Harrisonburg Deputy Director of Operations (HRECC)

SALARY	\$49.94 - \$56.18 Hourly \$3,995.20 - \$4,494.40 Biweekly \$8,656.27 - \$9,737.87 Monthly \$103,875.20 - \$116,854.40 Annually	LOCATION	Harrisonburg, VA
JOB TYPE	Full-Time	JOB NUMBER	5228 - (Sept 2023)
DEPARTMENT	- HRECC	OPENING DATE	09/18/2023
CLOSING DATE	10/9/2023 5:00 PM Eastern	FLSA	Exempt

Description



Are you searching for a leadership role in a dynamic organization that allows you to use your past experience in emergency management, public administration, project and contract management, data analyses, personnel administration, or similar field? If so, the Harrisonburg-Rockingham Emergency Communications Center's (HRECC) Deputy Director of Operations position may be the right career move for you!

The HRECC Deputy Director of Operations is a full-time, exempt position with benefits and a preferred hiring range of \$49.94 - \$56.18 per hour (equivalent to \$103,875 - \$116,854 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy.

The HRECC provides 24-hour emergency communications services to the City of Harrisonburg, Rockingham County, and the towns within the County. With a current budget of \$8.5 million (excluding capital projects) and 63 personnel on staff, the center strives for excellence while working with all public safety agencies to ensure the safety of citizens, public safety providers, and visitors to the area.

As the HRECC Deputy Director of Operations, you'll perform a variety of complex administrative professional work assisting the HRECC Director with the overall administration, management, planning, organizing, and staffing of the HRECC. As a leader within the department, you'll directly oversee the operational functions, including but not limited to frontline operations, training and employee development, standard operating procedures, quality assurance, and accreditation. In the absence of the Director, you will assume responsibility of the center. Due to the nature of business, this position is subject to emergency activation protocols at any time.

A comprehensive list of essential functions and the ideal candidate's knowledge, skills, and abilities for this position is available in the [class specification](#).

Minimum Qualifications

Minimum Requirements at Time of Application:

- Undergraduate degree in business administration, public administration, or emergency management, and extensive (6 or more years) experience in emergency management, public administration, project and contract management, data analyses, personnel administration, or similar work. An equivalent combination of education and experience may be used to meet this requirement.
- Considerable (3-5 years) public safety communications experience.
- Valid driver's license.
- Availability to work during daylight or evening hours, as required by business needs.
- Availability to work as needed during emergency activation, which could occur at any time for this position.
- [Click here to view the physical requirements of this position](#).

Requirements After Hire Date (On-The-Job Training Provided):

- CJIS Security Training within six months of hire.
- National Emergency Number Association (NENA) Emergency Number Professional (ENP) Certification within one year of hire.

Successful applicants for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record check;
- Criminal background investigation, including CJIS, VCIN, and fingerprinting;
- Personal History Statement*.

*Automatic Disqualifiers for Employment at the HRECC per State Regulations:

- Felony conviction;
- Conviction of Class 1 or 2 misdemeanor, excluding those set forth in Title 46.2 of the Code of Virginia;
- Two or more D.U.I. offenses;
- Crimes characterized as involving moral turpitude (i.e., lying, cheating, or stealing) or gross misconduct (i.e., crimes against a person and crimes involving drugs or other controlled substances); and
- Other relevant criteria to this position.

*Please note that the list above is not all inclusive and is subject to the State Regulations, as amended. Candidates may review [a copy of the Disqualifying Criteria online](#). ([Download PDF reader](#))

Supplemental Information

To Apply: In order to be considered, all candidates must submit the following by 5:00pm EST on Monday, October 9, 2023:

- Complete City of Harrisonburg online employment application, including previous work experience and education history;
- Cover Letter;
- Resume; and
- Three Professional References.

Incomplete applications will not be accepted. Documentation that is not able to be uploaded to the application must be emailed to employment@harrisonburgva.gov prior to the application deadline.

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg and HRECC are Equal Opportunity Employers.

Agency

City of Harrisonburg

Phone

540.432.8920

540.432.7796

Address

409 South Main Street

Third Floor

Harrisonburg, Virginia, 22801

Website

<https://www.harrisonburgva.gov/employment>