



Mark Milbrandt
Sheriff

Tom Schmitt
Chief Deputy

BC3 Director Job Description

Position Objective:

The role of Director of Communications, under the guidance and supervision of the Brown County Sheriff, is to plan, direct, manage and oversee the operations and activities of and related to the Public Safety Answering Point for Brown County.

Essential Functions:

· Plans, directs, manages and oversees all functions and operations of the PSAP and the supporting systems. Directs and manages all aspects of the PSAP including staffing and leading the organization and its human, financial, technological and natural resources

Directs and manages operations to include design, execution and control of functions that convert resources into services

Research and make recommendations for the repair of, upgrades to or replacement of the communications systems; oversee and manage the installation, operation, and maintenance of equipment including dispatch consoles, radio system, computers and other data and equipment interfaces .

Develops and implements strategy to accomplish the mission to include organizing individuals to accomplish goals and objectives

Supervises and evaluates performance of staff (Dispatchers, Assistant Director and support staff)

Ensures compliance with local, state and federal laws governing PSAP operations and accreditation standards of certifying international organizations

Develops, authors, implements and enforces Policies and Standard Operating Procedures

Develops, implements and manages the operating budget

Directs and oversees the maintenance of facilities, technological systems and related equipment

Directs, manages and oversees PSAP related projects for facilities, systems and technology

Act as liaison with city , county, state, and federal agencies involved in public safety emergency communication matters and build and maintain a high level of support with all users.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

Minimum of five (5) years management/administrator work history in a PSAP or government equivalent facility

Must be free of felony conviction; free of SDCL Class 1 misdemeanor conviction for three years

Graduation from college or university with a bachelor's degree in public administration, criminal justice, communications or related field and a minimum of three (3) years' progressively responsible professional level experience in public safety communications and/or emergency management or telecommunications planning and supervision; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

Public Safety/Public Sector experience is desirable.

Working Environment:

Most work is performed indoors in an office where noise and interruptions often occur

Frequent meetings with PSAP user agency personnel

Occasional presentations before local governing bodies and civic organizations

Some travel may be required for training and meetings

Physical Requirements:

Must be able to frequently sit, walk, stand, bend, kneel, stoop, reach and lift, push or pull and manual dexterity is needed to type, write, use a calculator, and answer telephone

Upper body strength is a requisite to lift/move a maximum of 20 lbs. unassisted; and lift/move a maximum of 50 lbs. with assistance

Ability to communicate effectively orally and in writing

The ability to talk and hear via the telephone and through face-to-face communication is needed

BROWN COUNTY COMMUNICATIONS DIRECTOR (BC3) POSITION

Brown County is seeking a responsible individual for the full-time position of Communications Director. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Sheriff's Department. Salary is DOE.

Interested individuals are encouraged to apply by submitting a Sheriff County application (available upon request) by 5:00 p.m., December 4, 2017 to Brown County Sheriff Office, 22 Court St., Ste. 1, Aberdeen, South Dakota, 57401, (phone (605) 626-7100, fax (605) 626-4015, email Mark.Milbrandt@browncounty.sd.gov

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.