

Executive Director

Organization: Central County Emergency 911 Dispatching Center
Date Posted: 09/2/2015
City: St. Louis Suburban Region
Location: Missouri
Country: United States
Primary Category: Agency Head / Director
Salary: \$90,000-\$120,000
Type of Position: Full-Time
Education Requirement: Bachelor's Degree Preferred
Experience Requirement: 3-5 years

Description & Details

The Director reports to the Board of Directors and is responsible for the efficient management of Central County Emergency 911 in order to ensure quality support to member organizations, excellent customer service, and the highest level of safety for those who provide emergency services and for the public who depend on Central County Emergency 911 services. The Director's position is an executive level job, with all the associated demands and responsibilities associated with managing a "stand-alone" professional Agency.

The Director exercises considerable judgment and discretion in managing day-to-day activities: supervising management and administrative staff; interacting with other agency executives; the media, public, and vendors. The Director serves at the pleasure of the board of directors, and makes recommendations in matters relating to budget, hiring, promotion and equipment acquisition. The Director has final decision making regarding discipline, planning, policies, training, and goal-setting.

Duties performed include, but are not limited to:

- Directs plans, and oversees the work of the Operations Manager, Training Officer, Quality Assurance Officer, Systems Administrator and Administrative Support Office, including preparation of evaluations and assignment of projects. Additional responsibility for new staff may be assigned.
- Confers and meets as needed with the Board of Directors concerning administrative and fiscal issues and makes appropriate recommendations, suggestions and decisions.
- Plans, coordinates, directs, and participates in the development and implementation of administrative, operational, and strategic goals, and objectives, policies, and procedures. Prepares certain contracts, Memorandums of Understanding and Letters of Agreement. Administers agency grants.
- Serves as the final arbiter in hiring, disciplinary, and labor relations decisions and actions. Works closely with employee organizations and develops methods to enhance employee relations.
- Manages the financial activities of the agency, including, but not limited to:

accounting, accounts payable, accounts receivable, purchasing, fixed assets, revenue and expenditure recordation, budgeting, grants, budget controls, and strategic/business planning.

- Represents the agency at meetings, conferences and seminars with other government agencies, business groups, citizen groups, professional associations and the public. Serves as primary media and public relations contact.

How to Apply / Contact

To Apply: Download an application from our website at www.cce911.org and return, with your resume attached to:

Central County Emergency 911 Dispatching Center, Attn: Director Tim Flora
22 Weis Ave, Ellisville, MO 63011-2307

To Contact: Director Tim Flora, email: tim.flora@cce911.org

Applications will be screened to determine those who are best qualified to continue in the selection process. Candidates considered qualified based on the information provided will be invited to participate in a Qualification Appraisal interview to further assess their qualifications. "Skype" or other remote technology will be acceptable for this interview.

A thorough background check, physical exam, and drug screen will be conducted for the final candidate.

Posting Ends September 18, 2015

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