

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: 911 Coordinator	OPENING DATE: September 4, 2018
SALARY: Depending on Experience	APPLICATION DATE: Until Filled

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DUTIES:

Under general supervision of the President of the Ouachita Parish Police Jury, is responsible for the development, design, organization, implementation, and coordination of the 911 Program in Ouachita Parish. Work includes making decisions, coordinating and arranging telephone services for all Ouachita Parish Emergency Service Providers, conferring with the 911 Advisory Committee and vendors to determine emergency communication needs, preparing budgets, records and reports for management regarding emergency telephone service. This work is of unusual difficulty. This is highly responsible administrative work administering the 911 system in Ouachita Parish. Responsibilities include grant writing and administration. Must be able to coordinate efforts with other public employees.

EXAMPLES OF WORK

1. Plans and directs the work of a moderate size staff of professional, technical and skilled employees.
2. Directs personnel transactions including interviews, appointments, employee evaluations, disciplinary actions, training, counseling and assigning of duties.
3. Prepares annual total department budget, schedules purchase of supplies and new and replacement equipment items as required and approved by the Police Jury.
4. Assigns all new address numbers in unincorporated areas of Ouachita Parish.
5. Maintains and corrects existing addresses.
6. Maintains an enterprise Geographic Information System containing all elements related to public safety response in Ouachita Parish.
7. Informs proper agencies of new addresses, address changes, new streets and annexations.
8. Prepares budgets, records, and reports for management regarding emergency telephone system.
9. Coordinates emergency telephone services inn Ouachita Parish and acts as a liaison with the 911 Advisory Committee, the Monroe and West Monroe Fire Departments, the Sheriff's Office, the Monroe and West Monroe Police Departments, and EMS Provider_ to determine emergency communication needs.
10. Advises communications personnel of training procedures involved in operating communications equipment and the standardization of same.
11. Arranges for maintenance and repair of all 911 equipment and ancillary systems.
12. Conducts Community Awareness Programs regarding the 911 system.
13. Maintains appropriate records on personnel, equipment, projects and expenditures

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from an accredited four (4) year college or university and a minimum of four (4) years of work experience in public communication, managerial, or information systems related OR an equivalent combination of training and experience

Knowledge, Abilities and Skills: Knowledge of state statutes, laws, ordinances and requirements as related to communications. Knowledge of the policies, procedures, rules and regulations governing the operations of emergency communication systems in Louisiana. Ability to communicate effectively in both oral and written form. Ability to coordinate and supervise the work of others. Skill in communicating with correctional officers, police officers, attorneys and the public.

BENEFITS:

None.

HOW TO APPLY:

Applications must be submitted on the OFFICIAL FORM that is available from and may be returned to:

**Ouachita Parish Police Jury
Personnel Office
Ouachita Parish Courthouse
300 St. John Street, 2nd Floor
Telephone: 318-327-1340**