



HARNEY COUNTY

COMMUNICATIONS SUPERVISOR



DAYS / HOURS: 7.5 hours per day; 37.5 hours per week

Salary/Benefits: \$51,109.00 per year with full County benefits

JOB DUTIES:

Plans, organizes and directs the activities of the communications center within the Sheriff's Office, as designated by the Sheriff. Provides assistance to the Sheriff and 911 Board in the development and management of programs and procedures in an effort to accomplish departmental goals and policies. Ensures the efficient operation of the communications center. Supervises the operation of the communications center. Provides assistance and supervision to assigned personnel on matters concerning the daily operations of the communications center in compliance with policies, procedures, Oregon State Laws and Federal Laws. Ensures the safe and smooth operations of the communications center.

ESSENTIAL JOB FUNCTIONS:

- Supervise all Sheriff's Office activities within the communications center.
- Assumes the duties and responsibilities of other administrative members in their absence (as assigned by the Sheriff).
- Ensure that the Sheriff and/or his designee are fully and accurately informed of all unusual, serious or difficult problems.
- Supervise assigned employees and make recommendations in administrative staff meetings on personnel actions such as hiring, termination, discipline and promotions.
- Evaluate assigned employees on the job performance frequently and review all personnel performance evaluations from the communications center.
- Screen all recruiting, hiring and promotional procedures within the communications, resulting in a selected recommendation to the Sheriff and/or his designee.
- Develop, implement and monitor Sheriff's Office programs of the communications center, the budget expenditure and short- and long-range goals and objectives of the Sheriff.
- Provide assistance to the Sheriff on matters pertaining to administrative activities, including the preparation of varied and complex reports, budget preparation, contracts, surveys, statistical data gathering and daily operational reports.
- Direct and maintain all communication center files.
- Coordinate and oversee the communications center.
- Provide Sheriff's Office employees with technical and/or professional assistance as needed. Coordinate all training and development for all assigned members.
- Develops and implements policy and procedures as directed by the Sheriff.

- Establish and maintain positive working relationships with other county officials, state and federal officials, social agencies and community members in an effort to meet the goals and objectives of the Sheriff's Office.
- Interview citizens regarding complaints against assigned employees. May investigate the findings for validity as directed by the Sheriff and/or his designee.
- Participate in Sheriff's Office decisions as an administrative staff member.
- Perform duties in the communications center as needed and any other duties as assigned

Preferred, but not required:

Clerical Experience

Supervisory Experience

LEDS/ACJIS Certification

DPSST 911 dispatch and EMD Certifications

Minimum Requirements:

Must be 18 or Over

High School Diploma or GED

Must pass a background Check

Must be able to obtain DPSST 911 Dispatch and EMD Experience within one year.

Application Closing Date and Time: Until Filled. Obtain an employment application and complete job description from the Harney County Sheriffs Office. Please do not submit a Military DD214 with the Applications, DD214 will be submitted upon request.

Harney County is an AA/EEOE.