

**IOWA COUNTY
911 COORDINATOR
JOB DESCRIPTION**

SUMMARY

This position is responsible for the administration of the 911 Office in Iowa County. The employee is under general supervision of the Iowa County 911 Board and under day-to-day supervision of the Chair or Vice-Chair of the Service Board.

This position will work closely with Law Enforcement, Ambulance, Fire and Rescue and Emergency Management personnel to ensure the highest quality of emergency services are provided to Iowa County. This position requires a high level of responsibility, flexibility, attention to detail, the ability to work well with other offices on the county, state, and federal level and the ability to maintain privacy and confidentiality in a 24hr/7day operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Maintain 911 service plan and By-Laws
- Adhere to and be completely knowledgeable of Chapter 34A Code of Iowa and Section 605, Chapter 10, Iowa Administrative Code.
- Maintains ongoing contact with GIS Vendor to ensure 911 MSAG database and GIS database are maintained and the reports are submitted timely to Iowa Homeland Security.
- Responsible for day to day functions of verifying emergency service zone numbers, assign house numbers, process Master Street Address Guide, accurately maintain 911 database this is done in collaboration with the GIS Vendor.
- Maintains and upgrades all software & hardware in the Communications Center including 911 equipment, telephone equipment and mapping equipment. Works with vendors and dispatch center to resolve equipment issues.
- Complete all County, State and Federal reports in a timely and complete manner as required by Code or as requested by those agencies.
- Prepares and manages the 911 budget. Responsible for presenting and submitting budget to the local 911 Service Board and submitting said budget to the Department of Management, Iowa Homeland Security & Emergency Management and the local county Auditor.
- Responsible for enforcing Iowa County sign ordinance; makes new 911 signs as needed.
- Educates the public on the proper use of the 911 system.
- Pays 911 bills and maintains records of such; deposits revenue with County Treasurer.
- Analyze expenditures and receipts at least monthly to insure the budget is not exceeded.
- Assist Sheriff's Office Communications with 911 policy development and Criminal Justice Information System security to insure the 911 communications center operates efficiently.

- This job description is not meant to be all-inclusive and employee may be required to perform other duties as needed or as assigned. Employee must be able to adapt to a rapidly changing 911 environment and stay current with Next Generation (NG) 911 standards.
- Scheduling meetings, creating agenda, creating minutes of the meetings and other related tasks for the Service Board.
- Prepare press releases and budget forms for local newspaper.
- Keep, 911 Executive Board members and all Joint Service Board members up-to date on all aspects of how 911 is operating and on the financial status of the 911 program

KNOWLEDGE, SKILLS, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Communicates clearly and maintains an effective working relationship with all levels of the State, the County, Cities, the Community and the Public and asks questions or seeks direction from the appropriate sources when needed.
- Must be proficient in Windows Operating System, Microsoft Office. Must have ability to solve problems and learn communication and computer interfaces.
- When possible, would locate resources for local, state and federal grant applications, complete grant applications and administer approved grant funding.
- Has the willingness and flexibility to continually learn new regulations, procedures, equipment and systems and has the ability to train others. These may be County, State, Federal regulations and NENA and Post Office standards.
- Has excellent problem-solving skills in stressful emergency situations and can react quickly and accurately to the situation.
- Can work in a supervisory capacity and work as a team with other emergency services.
- Has the technical knowledge of emergency procedures and documentation required by state and federal regulatory agencies, most notable of which is Iowa Homeland Security and Emergency Management.
- This position reports directly to the 911 Joint Service Board.

MINIMUM REQUIREMENTS

Must possess an associate's degree in a related field or 3 years of education, training or experience in the public safety field. Must possess a valid driver's license at the time of hire and maintain it throughout the course of employment.

- Must reside in Iowa County or have a 30 minute response time to the Iowa County Sheriff's Office in Marengo.
- Must be able to respond to an emergency situation other than regular working hours, i.e. nights, weekends, holidays.
- United States citizenship and at least 18 years of age.
- The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

PHYSICAL REQUIREMENTS

- Work is performed indoors and may be outdoors and may require some extended periods of sitting, standing, kneeling, bending, crouching, reaching, stooping, twisting and climbing.
- Must have a vehicle and the ability to transport oneself to and from various locations around Iowa County jurisdiction or beyond when necessary.
- Must have the ability to lift and carry 10 lbs. - 30 lbs. occasionally.
- Must have the ability to effectively operate and utilize a computer, and any other equipment that is used to perform the essential duties and responsibilities of the job.
- Must be able to work longer hours on emergencies or projects as needed.
- This job description is not an all-inclusive list of duties and/or skills and is not to be considered a contract of employment.

OTHER

- The person considered for this position will submit to a pre-employment physical and drug test and is subject to a thorough background check to include fingerprints and a criminal history check.
- This person shall read, acknowledge and sign a copy of the Iowa County 9-1-1 Joint Service Board Employee Handbook.
- This position is a 32 hour per week salaried with Iowa County benefits package.
- The expected hours of work are 8 am to 4:30 pm, 4 days a week
- Salary is \$36,608 to \$44,928 depending on qualifications