



Executive Director Job Posting

July 3, 2018 through July 17, 2018

Completed Packet will include:

- Signed Job Description
- Signed Release of Information form
- Signed REDA Employment Applications Declaration
- Resume

Position Title: R.E.D.A Executive Director
Classification: FSLA Exempt, Unclassified (At-Will)
Division: Management
Reports to: R.E.D.A Executive Board
Direct Reports: Operations Manager, Contract Personnel
Date Job review and updated: July 10, 2014
Salary: DOQ

Job Overview

The Director is the executive position for the Regional Emergency Dispatch Authority (R.E.D.A). This position oversees and directs the Agency services, personnel, and operations. Direct services provided to outside customers, and represents or assigns a designee to represent Agency interests with local, state & national 9-1-1, law enforcement, fire, EMS and technical organizations and association meetings. Work involves overall direction for budgeting, contract negotiations, employee performance, system performance, and policy and procedural directives.

Distinguishing Characteristics

This critical position works under the direction of R.E.D.A's Executive Board. The Director performs the full range of administrative functions in budget preparation and justification, public presentations to special interest groups, determining short and long-range planning for R.E.D.A interest groups, and determining short and long-range planning for R.E.D.A. The incumbent maintains strong working relationships with law enforcement, fire and emergency service agencies and ensures compliance and coordination with other agencies that influence operations.

Essential Job Functions

Must be able to perform the following essential job functions with or without reasonable accommodation:

- Determine, establish, and ensure overall Agency organization, mission, core services, and allocation of financial, human and capital resources, including short and long-term Agency goals, priorities and objectives
- Assure operational, technical and contractual system performance, financial management and budgeting, contractual and grant compliance, performance management and labor relations, training, quality assurance and accreditation
- Develop budgetary information and proposals for Agency operations, monitor Agency revenues and expenditures, and take corrective action to prevent deficit status and misuse of Agency funds
- Oversee effective delivery of all Agency services through the work of operation managers and shift supervisors
- Guide Agency interpretation and application of policies and procedures among programs and divisions
- Recommend, develop, implement, and monitor service and policy changes and improvements
- Continuously evaluate and make appropriate changes to Agency systems, programs, and equipment in light of budgetary limitations, technical practices, operational procedures, and governing laws and regulations. Recommend appropriate changes for the Executive Board to consider.
- Direct, prepare and present staff reports, resolutions, decision packages, request for proposals, and grant or contract applications.
- Ensure human resource management functions occur including establishment and communications of division and program goals and performance expectations and performance monitoring and evaluation. Oversee staff recruitment, selection and training, compensation and salary administration; motivation and employee relations; career development, corrective actions and labor relations; and other associated activities

- Develop and maintain excellent working relationships with board members, or service agency personnel, the media and other community stakeholders, and the public. Lead and direct the R.E.D.A management team
- Represent the Agency in relations with the news media, citizens, interest groups, and the public to inform and publicize Agency activities
- Foster a service oriented and cooperative attitude among staff to ensure coordination of efforts, efficient and intelligent use of resources
- Oversee Agency investigations of complaints, questions, and inquires
- Assure compliance with federal, state and local requirements
- Perform confidential and executive administrative duties in course of work and support of the R.E.D.A Executive Board
- Perform other related tasks and duties as required

Minimum Qualifications

- Preferred Bachelor's degree from an accredited four-year college or university in public safety, public administration, business management or a relevant field of study is required. Master's degree in a related field is highly desirable and may substitute for some of the required experience.
- At least five years of progressively responsible and high-level management experience coordinating the operations of a multi-use public safety agency, or other related experience is required
- At least five years of progressively responsible personnel management and supervisory experience, including management of a broad range of positions including first and second level managers and supervisors
- Demonstrate knowledge, skills, and abilities in effective decision-making, interpersonal communications and conflict resolution, and the ability to successfully supervise, motivate, correct train, and evaluate staff
- Successfully pass all pre-employment testing and background checks

Knowledge of

- Principles and practices of public sector organization, emergency services, public safety communications, program operations, budgeting and management
- Principles and practices of personnel management, including supervision, training, and performance evaluation
- Modern administrative methods and procedures, business correspondence and report preparation
- Application and interpretation of Agency policies and procedures as well as local, state, and federal laws and regulations relevant to the program area
- Effective research and record keeping methods and techniques

Ability to

- Lead, motivate and mentor staff, create a team player approach, and effectively facilitate multi stakeholder and / or multi-jurisdiction meetings to reach consensus
- Apply critical thinking, problem solving, and collaborative approaches to improving program services
- Effectively plan, assign, direct, and evaluate the work of assigned management and subordinate staff, including delegating responsibility and authority and ensuring Agency directives are accomplished through their work
- Carry out Agency policy directives in an effective and timely manner
- Analyze situations thoroughly, identify potential problems, and find effective solutions
- Interpret, apply, and explain administrative and departmental policies and procedures

- Establish and maintain positive and professional working relationships with employees, managers, other Agency staff, elected officials, other local, state, and federal governmental jurisdictions, vendors and the public
- Effectively communicate and express ideas both orally and in writing
- Apply appropriate independent initiative, discretion, judgment, and organizational skills to a variety of projects, assignments, and situations
- Understand and execute complex oral and written situations
- Apply available guidelines, policies or procedures in extremely diverse and politically sensitive situations
- Prepare and present written correspondence, reports, and materials in clear, correct, and comprehensible terms from general notes and concepts
- Must be able to adjust work hours as necessary and be available for call out in event of emergencies
- Must maintain 24-hour availability via an agency supplied wireless device capable of voice and data communication

Work Environment (Essential functions)

While performing the responsibilities of the REDA Executive Director's job, these work environment characteristics are representative of the environment the Executive Director will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Executive Director's job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

Physical Demands

While performing the responsibilities of the REDA Executive Director's job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands climb and balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Hearing and Speaking

- Hear, understand and respond to verbal information in person, by phone and by radio, including difficult to understand callers
- Speak clearly and concisely in English
- Hear, understand and respond using radio transmitters and receivers, radio consoles, telephone / radio headsets, multi-line telephones systems, and complex communications equipment

Seeing and reading

- See, read and understand written information and instructions in all forms, including handwritten, hard copy or electronic communications formats
- See and use all related communications equipment including radio transmitters and receivers, radio consoles, telephone / radio headsets, multi-line telephone systems, lease line teletypes, computer consoles, and data communications terminals
- See color differentiation as necessary to distinguish color variations on maps, computer screens and radio consoles

Mental acuity and alertness

- Understand, respond to, and apply complex concepts, information, and instructions including policies, procedures, laws, and regulations
- Engage in frequent interpersonal interactions that are stressful or sensitive in nature

- Handle difficult interpersonal interactions and complaints with tact and diplomacy
- Manage and accomplish multiple priorities and diverse responsibilities with a high level of accuracy
- Think and apply judgment, discretion, and initiative in accomplishing work
- Work effectively despite sleep pattern disruptions as a result of rotational and/or irregular shift work and overtime

Manual dexterity and typing

- Extensive use of computers, keyboards, office equipment and similar specialized technical and electronic equipment commonly found in communication centers
- Performing multiple tasks requiring manual dexterity at the same time
- Write legibly

Physical dexterity

- Sit for extended periods of time; stand or walk as necessary
- Sit for extended periods of time particularly during high stress situations
- Stretch, reach, or lift objects or materials that may be up to 50 pounds in weight

Applicant Declaration

I have read the above Position Specifications and I understand the demands and expectations of the position described, and to the best of my knowledge I believe I can perform these duties.

Printed Name:

Signature:

Date: Choose Date

In accordance with the Uniform Electronic Transactions Act (UETA), which establishes the legal validity of electronic signatures and contracts, this application may be digitally signed and submitted. You must use a verifiable source of digital signature in order for The REDA to accept the document as legal.

NOTE: The Release of Information on the following page can be filled out electronically, but MUST be printed and signed in the presence of a notary.

RELEASE OF INFORMATION WAIVER

I consent and hereby authorize the Regional Emergency Dispatch Authority (hereafter "The REDA"), the County of Eddy and the City of Artesia or any other entity or person who is suitable to and chosen by The REDA, to investigate my past and present employment, character, credit, police, and criminal history to ascertain any and all information which may concern my suitability for employment with The REDA.

I consent to your release of any and all public and private information that you may have concerning me, including but not limited to:

- My work record
- My background and reputation
- My military service records
- My educational records
- My financial status
- My criminal history record, including any adult arrest records
- My investigatory files of any kind
- My efficiency ratings
- Any complaints or grievances filed by or against me
- My records or recollections of any attorneys at law or any counsel, whether representing me or another person in any case, either criminal or civil., in which I presently have or have had an interest
- My attendance records, whether educational or employment
- Any previous psychological or other pre-employment exam results
- Any internal affairs investigations, allegations or resulting discipline, including any files which are deemed to be confidential, and/or sealed

I direct you to release such information upon request of the duly accredited representative of The REDA, regardless of any agreement I may have made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not, and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to The REDA, Eddy County or City of Artesia, and its employees from any damages or claims which may otherwise result from use or release of such information.

Applicant Printed Name

Date

Applicant Signature

Date of Birth: ____ / ____ / ____

Social Security #: ____ - ____ - ____

Driver's License #:

State of License:

Address:

City: State:

City of Birth:

County: State:

Other Names Used:

State of: _____
County of: _____

In witness hereof, I acknowledge that the above and foregoing document was signed before me this _____ day of _____, 20__.

My Commission Expires: ____ / ____ / ____

Notary Public Signature

Affix Seal Here

NAME:

POSITION APPLYING FOR: Executive Director



REDA EMPLOYMENT APPLICATIONS

The Regional Emergency Dispatch Authority (hereafter "The REDA"), will adhere to all Federal, State and Local laws governing the provisions of the Equal Employment Opportunity Commission Act [Section 701 of the Civil Rights Act of 1964 (78 Stat. 253; 42 U.S.C. 2000e)] to both employees and prospective employees. The REDA policy is to hire, develop and compensate individuals without regard to race, color, religion, sex, age, national origin, sexual orientation, physical or mental handicap, or their status as a veteran of the Vietnam Era. You must be able to supply evidence of work authorization and identification if an offer of employment is made to you. Provide all materials required in the posting of this position for which you are applying. Incomplete applications are not accepted.

NOTICE: In making this application for employment with Regional Emergency Dispatch Authority. I understand and agree that:

1. Any misrepresentations made by me in this application will be sufficient cause not to hire or cause to terminate my employment.
2. As a condition of employment, I am to be governed by all REDA resolutions, rules, policies and procedures.
3. Refusal to submit to search by authorized personnel of my person or property while on REDA premises is grounds for discharge, and;
4. As a condition of employment, I must and pass a psychological examination, a physical examination (including state mandated hearing levels), a drug/alcohol test and subsequent random urinalysis tests as prescribed by REDA policy.

APPLICANT SIGNATURE:

DATE: CHOOSE DATE