

**Job Title: Director Communications**

**Department:** Communications

**Immediate Supervisor:** Sheriff

**BRIEF DESCRIPTION OF THE JOB:** Manages all aspects of the consolidated communications center for the County. Supervises personnel, manages the budget and maintains the departmental equipment. Also performs administrative duties.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage  
of Time

Physical  
Strength  
Code

1) Manages the operations of the department by reviewing daily logs, maintaining communications with personnel, preparing agendas, following up on issues, making presentations and reports for supervisors, developing policies and procedures, providing research and information as requested and preparing recordings of radio calls for investigative purposes.	30%	S
2) Manages the various systems and equipment by maintaining data bases, reviewing and evaluating daily reports, programming radios, initiating necessary repairs and maintenance and maintaining facilities.	30%	L
3) Supervises personnel by directing tasks, scheduling work assignments, conducting meetings, preparing memos, performing evaluations and hiring duties and managing overtime and holidays.	20%	S
4) Provides planning and development for the department by reviewing current operations, planning for growth and development, establishing timelines, implementing plans and preparing presentations.	10%	S
5) Manages contracts and the budget by developing and maintaining vendor contracts, documenting concerns and preparing the annual budget.	10%	S
<p><b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b></p>		

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

Sedentary     Light     Medium     Heavy     Very Heavy

*Codes: for each physical demand code listed:*

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	Making presentations
Sitting	F	Desk work, meetings
Walking	F	Around facility
Lifting	R	Files and supplies, equipment
Carrying	R	Files and supplies
Pulling	R	Moving equipment
Pushing	R	Moving equipment
Using Fine Dexterity	F	Computer keyboard, programming radios
Reaching	R	For files and supplies
Kneeling	R	Observing equipment
Crawling	R	Plugging in equipment under desk
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Seeing	C	Reading, computer screen, observing work
Hearing	C	Communicating with personnel and on telephone and radio
Talking	C	Communicating with personnel and on telephone and radio
Using Foot Controls	R	Driving

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, recording equipment, telephone equipment, radios, radio programming equipment

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

<b>PRIMARY WORK LOCATION</b>			
Office Environment	X	Warehouse	Shop
Vehicle		Outdoors	Other:

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	O

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

### **Experience:**

Over three years up to and including four years experience is required.

### **Certifications and Other Requirements:**

TCIC/NCIC Supervisor Training Certification

Valid Texas Class C Driver's License

### **Supervisory:**

Work requires supervising and monitoring work performance through the assistance of other supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.