



## JOB DESCRIPTION

Job Title: E911 Director  
Reports to: Judge/Executive Kevin Spraggs  
Date: January 23, 2024

### SUMMARY

The E911 Director leads the 911 system for Marshall County which provides around-the-clock emergency response to all 911 callers. The E911 Director leads the 911 system for Marshall County which is responsible for 24/7 receiving, processing, and dispatching appropriate agencies and/or responders to emergency and non-emergency calls.

### JOB SCOPE

The Director will see that the 911 Operations Center is properly staffed with trained personnel 24 hours per day, seven days per week. This supervisory role will include making decisions related to hiring, training, compensation, and discipline for all 911 employees. In addition, the Director handles all administrative details such as an annual review of response protocols, annual budgeting and monthly financial reporting, and any other duties as required by the Commonwealth or the County.

### EDUCATION AND EXPERIENCE REQUIRED

At least three years of management and/or leadership experience with an emergency response agency.

### EDUCATION AND EXPERIENCE PREFERRED

Current or previous DOCJT Telecommunicator Certification or out-of-state equivalent.

### WORKING HOURS AND CONDITIONS

This Director will work the day shift, Monday through Friday, in the 911 Operations Center, with occasional evening County or public meetings. This position also requires that the Director will be dispatching at times, as needed. This position will require the Director's presence at the E911 Center during a large-scale emergency or disaster.

## MAIN DUTIES

- Schedule staff to maintain proper shift coverage and provide for their proper compensation being paid through payroll.
- Provide for the training of all dispatchers, either personally leading the OJT or arranging for outside training. Conduct annual evaluations of all personnel. If a vacancy in the staff, interview, hire and train replacements.
- Coordinate the 911 response to any large-scale emergency, including keeping County management informed on any critical case.
- See that all equipment in the 911 Operations Center is in proper repair and available for use in response to an emergency. Make recommendations to County management on the acquisition and use of new equipment. Write and submit to County management any funding grants, as applicable, for new equipment or other needs.
- Prepare the annual budget for submission to the Fiscal Court and, once approved, monitor all costs against the budget. Approve invoices to be paid and submit to County Treasurer.
- Review and recommend changes to the Judge/Executive related to 911 policies and procedures.
- Attend County or public meetings as requested by the Judge/Executive.

**CONTACT THE MARSHALL COUNTY (KY) JUDGE/EXECUTIVE'S OFFICE ON 1101 MAIN STREET, BENTON, KY 42025 IF YOU WOULD LIKE AN APPLICATION AT (270)527-4750.**

**APPLICATIONS ARE DUE IN THE MARSHALL COUNTY (KY) JUDGE/EXECUTIVE'S OFFICE BY 4:30PM CST ON THURSDAY, FEBRUARY 29, 2024.**