

MEDINA COUNTY 911 COMMUNICATIONS DISTRICT

Job Description: Deputy Director

Position Title:	Deputy Director, 911 Communications District
Jurisdiction:	Medina County, Texas — 911 Communications District
Reports To:	Executive Director, 911 Communications District
Supervises:	Clerical/Administrative Support Staff
FLSA Status:	Exempt

Position Summary

The Deputy Director of the Medina County 911 Emergency Communications District is a senior management position distinct from a dispatch or Emergency Communications Center management role. The Deputy Director assists the Executive Director in the management and administration of the District and is expected to work closely with and learn directly from the Executive Director in preparation for assuming the Executive Director position upon the incumbent's retirement.

The position is designed to provide progressive experience in the responsibilities of the Executive Director, including District governance, coordination with the Medina County 911 Emergency Communications District Board of Managers, interaction with the Medina County Judge and other key County officials, annual budgeting and financial administration, telecommunications systems and associated rate structures, grant administration, equipment and facilities management, Geographic Information System (GIS) management, and facility funding.

The Deputy Director also supervises a small clerical and administrative support staff and represents the District in interactions with governmental officials, public safety partners, vendors, contractors, and other stakeholders.

Essential Duties and Responsibilities

- Assist the Executive Director in the management and administration of the Medina County 911 Emergency Communications District and serve in the Executive Director's stead as assigned.
- Progressively learn the duties, responsibilities, authorities, and administrative functions of the Executive Director in preparation for assuming the position upon the incumbent's retirement.
- Develop familiarity with District governance and coordinate with the Medina County 911 Emergency Communications District Board of Managers, including preparation for and participation in meetings as assigned.
- Develop and maintain professional working relationships with the Medina County Judge, County officials, public safety agencies, governmental partners, vendors, and other District stakeholders.
- Learn and participate in the District's annual budget development process, including revenue and expenditure forecasting, budget preparation, monitoring, reporting, and long-term financial planning.

- Develop familiarity with telecommunications services, systems, contracts, and applicable rate structures supporting District operations, including landline and mobile data services and associated AT&T rates or successor service providers.
- Research, write, submit, and administer grant applications and awards supporting District equipment, facilities, technology, and operations.
- Manage District equipment, including procurement, maintenance coordination, lifecycle planning, and repair or replacement.
- Assist with the management and maintenance of District facilities, including facility repairs, improvements, capital needs, and vendor or contractor coordination.
- Manage and update the District's Geographic Information System (GIS) data and mapping resources supporting 911 and emergency communications functions.
- Assist with facility and equipment funding strategies, including identification of funding needs, budgeting, expenditure tracking, and long-term capital planning.
- Supervise clerical and administrative staff, including work assignment, performance evaluation, training, and development.
- Coordinate administrative schedules, projects, facility activities, and other District functions as assigned.
- Represent the District professionally in interactions with its governing body, County officials, partner agencies, vendors, contractors, and the public.
- Perform other duties as assigned by the Executive Director.

Position Qualifications

Experience

Five to ten years of progressively responsible experience in Business Administration, Public Administration, Emergency Communications Management, or a closely related field, or equivalent experience.

A minimum of five years of experience involving budgeting, finance, accounting, financial administration, or equivalent responsibilities is required.

Preferred: At least three years of experience in Emergency Communications Facility Management.

Preferred: Experience using ArcMap 10.8.2, ArcGIS Pro 3.2, or comparable/current Esri GIS platforms.

Education

Bachelor of Arts or Bachelor of Science degree in Business Administration, Public Administration, Business/Commerce, Finance, Accounting, Management, Leadership, or an equivalent field of study;

— OR —

Associate's Degree in Business Administration, Public Administration, Business/Commerce, Finance, Accounting, Management, Leadership, or an equivalent field of study, combined with five or more years of experience in Public Safety or Emergency Communications Facilities Management.

Equivalent combinations of relevant education and experience may be considered.

Preferred Certifications and Coursework

- Emergency Number Professional (ENP) certification or completion of an ENP program.
- Coursework or certification in emergency communications or dispatch.
- Coursework or certification in dispatch systems and processes.
- Grant writing coursework or training.
- Relevant coursework or certification through the International Academies of Emergency Dispatch (IAED).

Knowledge, Skills, and Abilities

- Knowledge of facilities management principles and practices.
- General knowledge of telecommunications systems, services, and technologies supporting 911 and emergency communications.
- Knowledge of emergency communications operations and systems.
- Knowledge of Emergency Communications Center (ECC) equipment.
- Knowledge of Geographic Information Systems (GIS) and related mapping applications.
- Knowledge of dispatch systems and processes.
- Ability to research, prepare, submit, administer, and execute grant applications and awards.
- Ability to work effectively with and for a governing district body.
- Knowledge of governmental budgeting, finance, funding, and financial administration practices.
- Ability to understand and administer telecommunications service agreements and associated rate structures.
- Ability to supervise personnel, including task assignment, performance evaluation, training, and development.
- Demonstrated management and leadership skills.
- Ability to coordinate schedules, projects, facility activities, and administrative priorities.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Strong interpersonal and relationship-building skills.
- Ability to interact professionally with elected and appointed officials, governmental agencies, public safety partners, vendors, contractors, and members of the public.
- Ability to adapt to changing priorities, technologies, funding requirements, and operational demands.

This job description reflects the general nature and level of work performed and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The Medina County 911 Emergency Communications District reserves the right to amend this description as necessary.