



MEDINA COUNTY 911 EMERGENCY COMMUNICATIONS DISTRICT

PEOPLE
TECHNOLOGY
PARTNERSHIP
SAFER
COMMUNITIES

*A Stronger
Medina County,
A Safer Tomorrow.*

EXECUTIVE RECRUITMENT

Deputy Director

MEDINA COUNTY 911
EMERGENCY COMMUNICATIONS DISTRICT

District leadership.
Preparation for executive succession.



RECRUITMENT WINDOW
September 18 – October 18, 2026



APPLICATIONS CLOSE
October 18, 2026

ROOTED IN COMMUNITY.
FOCUSED ON THE FUTURE.

About Medina County and the Opportunity

The Medina County 911 Emergency Communications District has experienced significant growth and development over the past several years. What was once a primarily rural governmental entity within Medina County, Texas, is rapidly evolving into a growing organization supporting increasingly complex emergency communications needs.

Population growth, residential and commercial development, and the expansion of major facilities such as data centers are contributing to increased service demands throughout the County. Much of this growth is associated with continued development extending westward from the San Antonio metropolitan area.

As Medina County continues to grow, the responsibilities and operational demands placed on the District are also increasing. The organization must continue to provide the equipment and services necessary to keep up with the increasing demands of the District while planning for future staffing, technology, infrastructure, administrative requirements, and coordinate with public safety partners. These expanding responsibilities require additional management capacity to support both day-to-day operations and the District's long-term organizational development.



THE DISTRICT

The Medina County 911 Emergency Communications District is organized under Chapter 772 of the Texas Health and Safety Code and supports the County's 911 emergency communications system, including the 911 dispatch center currently operated from the Medina County Sheriff's Office facility.



THE LEADERSHIP OPPORTUNITY

The Deputy Director will work closely with the current Executive Director in preparation for assuming that position upon the incumbent's retirement.



REAL PEOPLE.
REAL SUPPORT.
REAL IMPACT.

MEDINA COUNTY 911 ECD | DEPUTY DIRECTOR RECRUITMENT

The Position

The Deputy Director of the Medina County 911 Emergency Communications District is a senior leadership position, distinct from a dispatch or communications center management role. This position assists the Executive Director in operating the District and is expected to work closely with, and learn directly from, the Executive Director in preparation for succeeding to the Executive Director position upon retirement.

KEY RESPONSIBILITIES



Governance & Leadership

Assist the Executive Director, serve in the Director's stead as needed, and coordinate with the 911 ECD Board of Managers.



County & Partner Relationships

Communicate with the Medina County Judge, other key County officials, public safety agencies, vendors, and contractors.



Budgeting & Financial Planning

Learn the District's financial structure, participate in annual budgeting, forecasting, and reporting.



Telecommunications & GIS

Work with AT&T land line & mobile data rates and manage and update GIS data (ArcMap 10.8.2 or ArcGIS Pro 3.2).



Grant Writing & Capital Resources

Research, write, submit, and administer grants. Support equipment and facility funding.



Equipment & Facilities Management

Oversee procurement, maintenance, repairs, upgrades, and long-term planning.



People & Administration

Supervise a small clerical/administrative staff, coordinate schedules and facility activities, and represent the District.

QUALIFICATIONS

Required 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.

Education Pathways:

- Bachelor of Arts or Bachelor of Science in business administration, public administration, business/commerce, finance, accounting, management, leadership, or a related field.
- OR an Associate's degree in one of the above fields, combined with five or more years of relevant experience.

Preferred Qualifications:

- At least three years of emergency communications facility management experience.
- Experience with ArcMap 10.8.2, ArcGIS Pro 3.2, or comparable/current Esri GIS platforms.
- Emergency Number Professional (ENP) certification or certification of an ENP program.
- Coursework or certification in emergency communications, dispatch systems and processes, grant writing, or through the International Academies of Emergency Dispatch (IAED).

Core Knowledge and Skills:

- Facilities management principles and practices.
- Telecommunications systems and technologies.
- Emergency communications operations and ECC equipment.
- Geographic Information Systems (GIS).
- Dispatch systems and processes.
- Grant writing and administration.
- Budgeting, finance, and funding practices.
- Personnel supervision and leadership.
- Strong written and verbal communication skills.
- Ability to adapt to changing priorities, technologies, and operational demands.



COMPENSATION

The anticipated starting salary is \$75,000 – \$90,000, depending on qualifications, plus competitive benefits. Compensation may be re-evaluated upon transition to the Executive Director role following the current Director's retirement. Interested candidates are encouraged to discuss compensation expectations during the recruitment process.



HOW TO APPLY

Please submit a cover letter, completed application, resume, and any relevant supporting materials electronically to:
Melissa Vazquez Swank
Director of Operations
AP Triton Consulting
mswank@aptriton.com.



QUESTIONS?

Recruitment questions may also be directed to
Melissa Vazquez Swank at
mswank@aptriton.com.



Service Today. A Stronger Tomorrow.