

EAST BAY REGIONAL PARK DISTRICT

PUBLIC SAFETY COMMUNICATIONS AND RECORDS MANAGER

GENERAL FUNCTION:

Under general direction, administers the division's radio and telecommunications systems, planning and coordinating the purchase of new or upgraded services, and equipment, and required repair and maintenance. Also, through subordinate supervisors, manages Public Safety's Emergency Communications Center for Police and Fire. Performs other duties related to assigned functions.

ESSENTIAL FUNCTIONS:

Serves as the District's Telecommunication Manager with overall responsibility for assessing staff requirements, recommending equipment/system needs, projecting costs, contracting and monitoring the installation, upgrading and maintenance of various wired, mobile, portable and base-station radios, and microwave communication systems and equipment. Coordinates extensively with District staff on new or modified operational requirements and reviews plans to assure adequate design and necessary funding to install intrusion and fire protection systems, mobile telephone services, radio transmitting/receiving equipment, etc. Maintains equipment inventories, budgeting and scheduling necessary repairs. Maintains technical budget oversight of communication-related capital fund projects and participates in negotiating lease agreements for hilltop communication sites not located on District property. Represents the District in dealing with contractors, vendors and communication service providers with the authority to authorize services, accept work and approve payments. Also provides technical assistance to various internal District staff organizations, committee, and/or work groups on telecommunication matters.

Serves as the second level supervisor of the Public Safety's Emergency Communication Center, providing 24 hour/seven day District-wide police and fire protection dispatching and 911 emergency response, and dispatching services for Operations personnel. Also manages Public Safety's automated Computer-Aided Dispatch and Records Management System (CAD/RMS). Assures that subordinates are properly trained and certified, and records maintenance procedures are consistent with legal requirements. Completes employee performance appraisals and ensures conduct of employees promotes a cohesive work unit. Schedules the purchase, installation and repair of specialized communication and AVL electronic equipment for all Public Safety emergency vehicles. Assures that the assigned programs meet specifically assigned ongoing and annual operational and financial objectives. Assumes overall responsibility for managing a small to moderate Operating and Capital Budget, developing, justifying and defending proposed budget submissions. Resolves internal problems and issues and coordinates with other District organizations on broader problems and issues. Represents the District in contacts with external organizations, contractors and general public, e.g., county 911 coordinators, CAD/RMS contractor, and visitors on individual law enforcement administrative matters.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university in communications, public administration or a closely related field; and

Experience: Three years of experience in the use of or development of public safety dispatch systems. In addition, experience in emergency dispatching in a law enforcement, fire, or EMS setting or combination is desirable.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the types, methods, equipment and principles of telecommunication. General understanding of emergency dispatching and law enforcement administration principles, practices and legal requirements. Must possess knowledge of supervisory principles and practices and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups. This position requires special training and knowledge of the Public Records Act, and related statutory regulations dealing with public access to law enforcement records.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position. Also must possess or be able to obtain during first year of employment, a California Peace Officer Standards and Training (POST) certificate in dispatching. This position requires a background investigation as prescribed by the State Dept. of Justice based upon the level of access to confidential criminal history records.

REPORTS TO: Police Lieutenant (Administration)