

POSITION DESCRIPTION
Board of Brown County Commissioners | Brown County, Ohio
Agency / Department: Brown County Communication Center

| Workdays | FLSA Status | Bargaining Unit | Classified Position | Section or Shift May be required to work various shifts | Appointment Category | Title of Immediate Supervisor |
|--|-------------|-----------------|---------------------|---|-------------------------|---------------------------------|
| Sunday - Saturday | Non- Exempt | Yes | Classified | | Full-Time Permanent | Communication Center Supervisor |
| Minimum Qualifications 18 years of age; Experience working with the public; Ability to type 40 wpm; Valid Driver's License; Normal physical ability; legible hand writing; good oral and written communication skill; successful pre-employment background check and pre-employment drug screen; ability to follow oral and written instructions. | | | | | Minimum Age 18 years | Probationary Period 365 Days |
| % Knowledge of departmental policy and procedures; Knowledge of FCC rules as well as NCIC, LEADS and local computer operational methods (CAD); communicate effectively, ability to exercise sound judgment, analyze situations, collect data, establish facts and formulate viable conclusions; plan effectively and efficiently; respond to emergency and problem situations, make sound decisions based on rapidly changing situations and developments; operate computer terminal for extended amounts of time; Work is performed in a standard office setting with adequate lighting and controlled heating and ventilation; Knowledge of word processing, spreadsheet, and electronic mail systems preferred. Must have a high school education or equivalent; Must maintain a valid Driver's License; Over night travel for training may be required; Works at the direction of Communication Center supervision and administration. | | | | | | |
| 35 Utilizes enhanced 911 system, Computer Aided Dispatch system (CAD), and Motorola radio consoles as well as other equipment to transmit / receive messages by radio, telephone, computer, paging and emergency alert systems to dispatch Police, Fire, and EMS to calls for service according to type of call and geographic location of the call; Ensures dispatching of the appropriate type and numbers of field personnel needed; Coordinates backup support with other jurisdictions; Handles all information, including LEADS information with the utmost confidentiality. | | | | | | |
| 30 Receives emergency and non-emergency requests for assistance from the public and our Public Safety customers; obtains and verifies all pertinent information; maintains a record of the call via a call for service entered into the CAD system; be able to perform the duties of any dispatch position (call taker, police dispatcher or Fire/ EMS dispatcher); provides LEADS/NCIC information to those authorized Police agencies; Obtain and maintain LEADS certification; Obtain and maintain Medical Dispatch Priority certification upon successful completion of probationary period; | | | | | | |
| 20 Works at the direction of Communication Center supervision and administration to coordinate resource management to ensure reliable procurement of supplies, equipment, personnel, and donations; provides response necessary resources in a coordinated, orderly, and timely manner as requested by our Public safety customer agencies, by using local and regional resources. | | | | | | |
| 10 Works alone or with other persons in short or long term team projects to resolve problems or conflicts in any area of county operations or to complete assigned projects at the direction of any county supervisor or Department Head when assigned. Participates in cross training and maintains proficiency in the area of cross training as necessary. New and other related duties as assigned. Works to reduce or eliminate safety/risk concerns in current position or work location. | | | | | | |
| 5 Works to ensure building security; ensures that all visitors to building are logged into visitors log | | | | | | |

Department Head Signature Approving Position Description

Signature of Immediate Supervisor After Review With Employee

Date Signed by Department Head

Signature of Employee After Review With Supervisor