



JOB ANNOUNCEMENT

POSITION: Operations Manager

LOCATION: Stanly County
911 Communications Center
201 South Second Street
Albemarle, NC 28001

SALARY: \$36,938 or DOQ

HOURS: 37.5 hours a week (Monday – Friday 8:30-5:00)

SPECIFICATIONS: The Operations Manager performs highly responsible administrative and technical work. Assumes the day to day management responsibilities for all services, activities, and training of the Stanly County E9-1-1 Communications Center and Personnel. Work is performed under the general direction of the Communications Director. All applicants tentatively selected for this position will be required to submit to a psychological exam and a urinalysis to screen for drug use prior to appointment.

PREFERRED QUALIFICATIONS: Bachelor's Degree in Communications, Criminal Justice, Administration or related field. Three to Five years of Telecommunicator experience in a 24 hour emergency communication center. Three to Five years of supervisory experience and/or communications training officer experience. A combination of education and experience sufficient to carry out the duties of the position will be considered. Extensive working knowledge of the operation of radio equipment, telephones, Computer Aided Dispatch, and all other communications equipment. Must have the ability to exercise sound judgment in emergency situations. Ability to maintain accurate records. Must have good communication, organizational, and interpersonal skills, with subordinates, other agencies, and the Director.

EDUCATION AND EXPERIENCE: Must have all Telecommunicator certifications including, but not limited to, Basic Telecommunicator, Medical Priority EMD, CPR, and DCIN. Must have or be able to obtain within 6 months, certification in the Federal Department of Homeland Security National Incident Management System (NIMS) Level 100, 200, 300 and 700.

RECRUITMENT PERIOD: April 17, 2018 through 4:30 pm on May 18, 2018.

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183.

Stanly County is an Equal Opportunity Employer

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001