



LARIMER COUNTY
invites applications for the position of:

Emergency Communications Manager

SALARY: \$46.68 - \$65.35 Hourly
\$97,094.40 - \$135,928.00 Annually

DEPARTMENT: Sheriff's Office

OPENING DATE: 04/18/23

CLOSING DATE: 05/08/23 11:59 PM

FULL/PART TIME: Full Time

OVERVIEW:



One Agency, One Mission: Public Safety

The Larimer County Sheriff's Office is seeking an **Emergency Communications Manager** to direct the critical work of our Emergency Communications Center. We are looking for a collaborative leader to oversee one of five public safety answering points in Larimer County that support Patrol, Emergency Services, Investigations, and Jail Operations within the agency as well as the local medical and fire authorities.

Our Communications Center participates in a multi-jurisdictional Computer Aided Dispatch (CAD) system as part of the Combined Regional Information System Project (CRISP). The approved staffing for the unit consists of 15 Emergency Communications Operators and 4 Emergency Communications Supervisors.

As a mid-level manager, you will be directing the work of the Communications Center. The manager plans, organizes, directs, and reviews the activities of assigned personnel and makes suggestions for long-range planning and objective goal setting. If you are an experienced supervisor that enjoys working in a team environment while exercising good judgement during high stress situations, this opportunity is for you! Come work for an organization that contributes to public safety and community pride, within a family-oriented work environment.



To view the full job description, click [HERE](#).

RESPONSIBILITIES:

Specifically this position:

- Exercises direct and indirect supervision over professional and administrative staff.
- Assigns, directs, and supervises activities of assigned staff ensuring adherence to established policies, procedures, and standards; administers or makes recommendations for routine personnel matters affecting subordinates including recruiting, interviewing, hiring, training, assigning work, scheduling work hours, granting leave, appraising performance, disciplining, and submitting such records and reports as required by Sheriff and County policies and procedures.
- Manages the Sheriff's Office Communications Center.
- Provides input and suggestions on the implementation of assigned programs based on current and long-range needs of the agency.
- Communicates with Communications Center supervisors and other section managers, maintaining a well-informed management team.
- Develops, implements, and evaluates policies, procedures, goals, and objectives of the communications center; updates standard operating procedures and tactical procedures.
- Maintains security of the communications center.
- Monitors field training program; approves regular and remedial training as needed.
- Coordinates assigned unit activities with other agency components, county agencies, criminal justice agencies, and the community; works directly with other agencies or departments in joint projects.
- Represents the agency at informational, planning, and other required meetings.
- Handles complaints from the public and other agency components.
- Provides mid-level resolution of complaints by section employees.
- Acts as Administrator for relevant Communication Center applications and programs.
- Monitors problems with communications equipment; makes recommendations on purchase of new equipment.
- Assists in budget preparation and administration; develops and approves requirements for equipment needs and coordinates purchase of all specialized equipment.
- Maintains and programs E-9-1-1 phones and obtains necessary repairs for system, radios, and other equipment.
- Performs all duties of Emergency Communications Operators/Supervisors; assists in emergencies.
- Maintains and reports statistics.
- May assume supervisor duties for CCIC/NCIC coordinator.
- Maintains Emergency Medical Dispatch (EMD) certification.
- Performs project management roles and activities.
- Adheres to and implements directives.

Nonessential Functions

- When a local declaration of emergency or disaster is declared by the Board of Commissioners, all Larimer County employees may be required to work as a Disaster Service Worker.
- Performs other duties as appropriate or necessary for performance of the job.

QUALIFICATIONS:

- Five (5) years of experience in related law enforcement management or in the performance of similar duties, including at least three (3) years of experience in supervision, required.
- Experience working in a law enforcement communications center preferred.
- Bachelor's degree, or equivalent combination of education and/or experience, from an accredited college or university with major coursework in public or business administration or a related field required. (Equivalency is based on two (2) years of high-level experience equaling one (1) year of college work. For example, an employee with no college would require eight (8) years of experience to reach the equivalency of a Bachelor's Degree. It is obligatory upon the incumbent to provide proof of equivalency for review and ultimate acceptance by the Sheriff).
- Possession of CPR Certification within six (6) months of hire required.
- Possession of NCIC/CCIC Certification within three (3) months of hire required.
- Possession of Emergency Medical Dispatch (EMD) Certification within six (6) months of hire required.
- Field Training Officer training within 12 months of hire required.

SUPPLEMENTAL INFORMATION:

Schedule:

- May require working days, nights, weekends and holidays.

Other Information to Note:

An offer of employment is contingent upon the successful completion of a pre-employment drug screen and background check. As marijuana is an illegal substance under federal law, testing positive for marijuana (medical or otherwise) or any other substance for which the county tests will result in the contingent offer of employment being revoked. Successful completion of the drug screen is defined as obtaining a negative result.

Applicants must meet all of the following:

- Must be legally authorized to work in the United States
- Cannot have a felony conviction
- No convictions involving domestic violence
- No use of illegal drugs within the past five years
- No use of marijuana in any form within the past two years

Recruitment Contact:

Email nyerm@co.larimer.co.us or call 970-498-5510.

Benefits

For all temporary positions, sick leave and our Employee Assistance Program are available and other benefits may be available.

Larimer County offers the following for all Regular/Limited Term positions:

- Medical, Dental, and Vision Benefits.
- Flexible Spending Accounts / Health Savings Account
- Short and Long Term Disability.
- Employee Assistance Program

- Basic Life/Accidental Death & Dismemberment
- Accident Insurance
- Critical Illness Insurance
- Retirement Plan 401(a) with employer match.
- 457(b) Deferred Compensation.
- Paid time off including vacation, sick and holidays.

[Click here](#) to view information on Larimer County's Benefits.

Larimer County is an Equal Opportunity Employer, and prohibits discrimination and harassment in all employment practices on the basis of race, color, religion, sex (including pregnancy, gender identity or expression, and sexual orientation), national origin, marital status, disability, genetic information, age, military status, or any other characteristic protected by law or regulation.

Position #202300214
EMERGENCY COMMUNICATIONS MANAGER
RN

recruiting@co.larimer.co.us

Emergency Communications Manager Supplemental Questionnaire

- * 1. Are you a current employee of the Larimer County Sheriff's Office?
 Yes
 No
- * 2. Do you have five years of experience in related law enforcement management or in the performance of similar duties, including at least three years of experience in supervision?
 Yes
 No
- * 3. Do you have experience working in a law enforcement communications center?
 Yes
 No
- * 4. Do you have a Bachelor's degree, or equivalent combination of education and/or experience, from an accredited college or university with major coursework in public or business administration or a related field? (Equivalency is based on two years of high-level experience equaling one year of college work.)
 Yes
 No
- * 5. Have you ever been convicted of a felony?
 Yes
 No
- * 6. Have you ever been convicted of assault of any kind?
 Yes
 No
- * 7. Have you ever been convicted of domestic violence?
 Yes
 No

- * 8. Have you ever been convicted of, or received a deferred sentence, deferred judgment, or a deferred prosecution for a petty offense, misdemeanor traffic offense, (excluding civil traffic infractions), municipal code violation (excluding civil traffic infractions), misdemeanor, or felony, or been adjudicated as a juvenile for an offense that is public record? A yes answer does not automatically disqualify you from employment, since the nature and date of the offense, the job for which you are applying, and other factors will be considered.
- Yes
 No
9. If you answered "Yes" to the question above, please list and explain the offense(s), location, nature, and facts of the offense and the final disposition of the charges.
- * 10. Have you ever tried or used any illegal drugs, including prescription medication not prescribed to you (not including marijuana)?
- Yes
 No
- * 11. List types of illegal drugs and the date of last use. Month and year. (If you have never tried or used any illegal drugs, state "Never tried.")
- * 12. Within the last two years, have you tried or used any form of marijuana, including edibles?
- Yes
 No
13. List date of last marijuana use. Month and year. If you've never tried any form of marijuana, enter "n/a".
- * 14. Please choose one of the Larimer County guiding principles listed that you feel most applies to you and this position - Larimer County will add value to the lives of its citizens today and in the future by:
- Being good stewards of public resources.
 Promoting innovation, adaptability, and committing to continuous improvement.
 Providing consistent quality customer service.
 Empowering people to take responsibility.
 Being a fulfilling, enjoyable, and inclusive place to work.
- * 15. Based on your choice in the previous question, describe how you would apply this guiding principle in this position.

* Required Question