



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET
POSITION AVAILABLE

JOB CLASSIFICATION TITLE: EMERGENCY
COMMUNICATIONS SUPERVISOR

DEPARTMENT: EMERGENCY SERVICES

STARTING WAGE: \$28.05 - \$32.05 PER HOUR

SCHEDULED HOURS: 40 HOURS PER WEEK/
NON STANDARD WORK WEEK
SHIFT WORK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS A CONTINUOUS POSTING AND WILL REMAIN
POSTED UNTIL THE POSITION IS FILLED.

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$259 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

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**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Emergency
Communications Supervisor

Incumbent:

Class Title:

Department: Emergency Services
Reports To: Operations Manager

FLSA Status: Non-exempt
Civil Service Status: Classified

Pay Range: 17
Probation: 365 Days
Work Hours: Rotating 40 hours per week
Shift Work

Employment Status: Full-time
Lunch: Paid

JOB RESPONSIBILITIES:

Under general direction, performs work of considerable difficulty in supervising and directing employees engaged in Department public safety dispatching and emergency call-taking operations on an assigned shift.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

High School Diploma and three (3) years of public safety dispatching experience. Ability to pass a full police background investigation.

LICENSURE AND CERTIFICATION REQUIREMENTS:

1. Emergency Medical Dispatch Certification
2. L.E.A.D.S Certification
3. 40 hours APCO Basic Telecommunicator Training course
4. Valid State of Ohio Driver's License.
5. Associated Public-Safety Communications Officials-International, Inc.

ESSENTIAL FUNCTIONS:

1. Supervises and inspects the activities of employees on an assigned shift.
2. Prepares assigned shift schedules, assigns personnel as workload dictates and recommends overtime as necessary. Authorizes overtime during critical shortages or critical shortages or critical incidents.
3. Evaluates overall performance of subordinate personnel on assigned shift. Coordinates employee evaluations with Training and Systems Support Manager.

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4. Resolves operational conflicts between personnel and services recipients at the field level.
5. Researches incidents, prepares reports of shift activities and prepares other reports as required.
6. Determines priorities on simultaneous and critical emergency calls.
7. Assists in the training of new and subordinate employees.
8. Acts as an Emergency Communications Operator, when necessary.
9. On-call 24 hours per day, 7 days per week for emergency communications problems.
10. Demonstrates a regular and predictable attendance.
11. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required by Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: Emergency telephone answering and public safety dispatching policies and procedures; the techniques, procedures, policies and methods used in the operation of the Department's dispatch center; primary roads, streets, highways, area, major buildings and public facilities with the Department's boundaries; supervision and methods and procedures utilized in the Department's communications center and its associated equipment and systems.

Ability to: Effectively operate the computer aided dispatch system, telecommunications system, video display terminals, radio dispatching consoles, and associated equipment; read, write, spell and speak clear and concise English; supervise, evaluate and direct the work of others; prepare reports and keep records; instruct new and subordinate employees in all phases of emergency telephone answering and dispatching, and to orient police, fire and other department services users on proper operating procedures.

POSITION DESCRIPTION

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:
Date Revised:
posdes.12