



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive



Jersey Village, Texas 77040

JOB POSTING

POSITION: Communications Supervisor
DEPARTMENT: Communications

DATE POSTED: 07/01/2009
FLSA STATUS: FT, Exempt

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JOB SUMMARY: Under the direction of the Fire Chief, manages personnel and resources for the successful operation of the Communications Division. Performs other related duties as required. Must be able to work a variety of shifts and perform other assigned duties as required.

ESSENTIAL JOB FUNCTIONS:

- Supervise, train, discipline personnel; investigate complaints
- Perform employee performance evaluations in accordance with city policy
- Prepare and manage communications division budget
- Payroll coordinator for communications division
- Act as 911 Coordinator for City of Jersey Village
- Recruit and select new employees
- Coordinate with other departments for the maintenance of City of Jersey Village radio systems
- Coordinate with city's IT division on communications center IT issues and needs
- Liaison with Cy-Fair VFD on interoperable Fire CAD system
- Attend City Council meetings and workshops as needed
- Act as a member of the emergency management team for the City of Jersey Village
- Attend/testify in all criminal and civil courts when summoned
- Evaluate, recommend, and purchase furniture, equipment, and supplies for communications center
- Attend training schools/seminars which may require travel (occasionally overnight)
- Function as line dispatcher and perform duties as described in dispatcher job description
- Must not pose a threat to the health/safety of self or others

PHYSICAL REQUIREMENTS: Sit for extended periods of time while typing or inputting data; carry, drag, lift, pull/push supplies – e.g., computer paper, cartons of computer ribbon, etc., weighing up to 30 pounds. Must be able to reach computer screens, hear radios, telephones, etc.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE: High school diploma or GED certificate; must have an Advanced TCLEOSE Telecommunications certificate. Must be EFD/EMD dispatch certified. Must possess a valid Texas Drivers License.

EXPERIENCE TRAINING, KNOWLEDGE AND SKILLS: Type 20 words per minute; have 5 or more years of experience as a Telecommunicator with at least 2 years in a supervisory capacity; have knowledge of accepted management practices and ability to demonstrate such; have an acceptable working knowledge of computer operations, stressing accuracy and speed; independently, make and carry out decisions; competently perform under stress when confronted with emergency and critical situations; perform a variety of tasks, often changing quickly from one task to another without loss of efficiency and composure; work without constant direct supervision.

SALARY INFORMATION: Depending on qualifications/experience

APPLICATION DEADLINE: Open until filled. Resumes accepted, **applications required.** E-mail to hr@ci.jersey-village.tx.us or fax to (713) 466-2171. Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040, (713) 466-2142. Application available at www.jerseyvillage.info

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