
Metro Management Council is seeking a dynamic and highly experienced professional to serve as its next Director of the 911 Metro Communications Agency

THE AGENCY

Metro Communications Agency is created by a joint cooperative agreement for communication services between the City of Sioux Falls and Minnehaha County, South Dakota. Metro Communications Agency has its own standing separate and apart from the governmental organization of either the City of Sioux Falls or Minnehaha County. The Agency is headed by a Director of Communications who reports directly to the Metro Management Council. The agency is governed by the Metro Management Council, which consists of five members:

- Two members of the Minnehaha County Board of Commissioners, appointed by the commission chair
- The Mayor of Sioux Falls
- Two members of the Sioux Falls City Council, appointed by the Mayor

The Metro Management Council has the broad discretion to oversee and control the operations of Metro Communications Agency, including final authority to appoint the Director of Metro Communications.

The Agency employs 46 full- and part-time employees. Hourly employees are represented by a labor union: AFSCME Local 2561-A. The Agency's 2008 budget is \$3.6 million.

THE POSITION RESPONSIBILITIES

The Director of Metro Communications Agency shall:

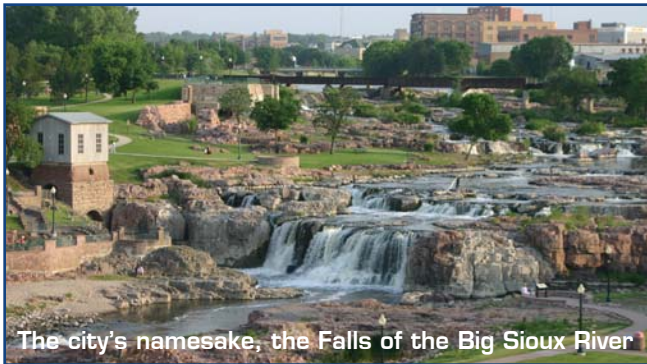
- Advise and make recommendations to the Metro Management Council to ensure the proper and efficient operation of the Metro Communications Agency.
- Supervise employees and make final decisions relative to hiring, discharge, layoff,



suspension, disciplinary action, the adjustment of grievances, and employee performance evaluations.

- Ensure compliance with South Dakota Codified Law, federal regulations, and Agency guidelines.
- Manage all Metro Communications functions, including long-range planning, forecasting and developing capital needs, project management, intergovernmental relations, and formulation of policies, procedures, and regulations for the Agency.
- Act as liaison with county, state, and federal agencies involved in public safety emergency communication matters, and build and maintain a high level of support with all users.
- Submit and administer an annual department budget as directed by the Metro Management Council.
- Prepare and present effective oral and written material relating to the activities of the Metro Communications Agency to the Users Group, Metro Management Council, and other agencies and legislative bodies.
- Research and make recommendations for the repair of, upgrades to, or replacement of the communications systems; oversee and manage the installation, operation, and maintenance of equipment, including dispatch consoles, the radio system, computers, and other data and equipment interfaces.

Director of the 911 Metro Communications Agency, Sioux Falls, South Dakota



- Ensure the proper care and disposition of Agency property and provide to the Metro Management Council an annual inventory of all public properties and supplies.

QUALIFICATIONS AND REQUIREMENTS

Candidates for the position will possess a bachelor's degree in public administration, criminal justice, communications, or related field, and a minimum of six years' progressively responsible professional level experience in public safety communications and/or emergency management or telecommunications planning and supervision; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

Highly qualified candidates will possess:

- Knowledge of public safety radio and telephone systems, computer-aided dispatch equipment, analog and digital communications and enhanced 9-1-1 equipment, and other emergency communications equipment.
- Knowledge of the practices, functions, operations, and organizations and authority of federal, state, local jurisdictions, officials, and agencies as they relate to emergency communication systems.
- Knowledge of the practices and principles of governmental fiscal management, revenue enhancements, and expenditure forecasting, planning and control.
- Knowledge of and ability to assess legislation

affecting emergency communication systems and operations.

- Effectively establish and maintain working relationships with subordinates, user groups, city and county elected officials and officers, and managers and directors of other E911 agencies.
- Ability and knowledge in public safety communications, personnel, and fiscal management.
- Ability to analyze and evaluate Agency operations while applying judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to communicate effectively, both orally and in writing.

COMPENSATION

- Minimum: \$64,101.00; Maximum: \$87,861.68
- Salary is negotiable dependent upon experience and qualifications. Generous fringe benefits.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Metro Communications Agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment, or the provisions of services.

FURTHER INFORMATION

Applications for the position of Director of Metro Communications Agency will be taken until Friday, October 31, 2008, at 5 p.m. Submit application to South Dakota Career Center, 811 East Tenth Street, Department 41, Sioux Falls, SD 57103-1650. Contact 605-367-8740 with questions.

