

## **Association of Central Oklahoma Governments Vacancy Announcement**

Interested applicants should deliver or mail Applications and Resumes to ACOG 21 E. Main Street, Suite 100, Oklahoma City, OK 73104 faxed to 405-234-2200 or e-mailed to [911acog@acogok.org](mailto:911acog@acogok.org). Monday through Friday, 8:00 a.m. to 5:00 p.m.

*Applications with resumes will be accepted until the position is filled; preference will be given to applications received by November 13, 2009.* ALL RESUMES MUST BE ACCOMPANIED BY AN ACOG APPLICATION which can be found online at [http://www.acogok.org/Newsroom/Job\\_Announcements.asp](http://www.acogok.org/Newsroom/Job_Announcements.asp)

Applicants must also submit with their application a **writing sample of 250 words or less** describing why they are seeking this position and their qualifications.

**TITLE:** Special Programs Officer I

**DIVISION:** E9-1-1 & Public Safety

**IMMEDIATE SUPERVISOR:** 9-1-1 Program Manager

**FLSA STATUS:** Non-Exempt

**STARTING SALARY RANGE:** \$3,250- \$3,580 per month

**POSITION SUMMARY:** Responsible for coordinating the 9-1-1 Institute; establishing and implementing training and public education programs; serving as a liaison with public safety entities, training vendors, local governments and regulatory agencies; coordinating the region's Emergency Medical Dispatch (EMD) program; providing technical assistance to member entities regarding 9-1-1 and public safety issues; and providing software training for member dispatchers.

### **ESSENTIAL JOB FUNCTIONS:**

- Works with local governments and various telecommunications companies to establish and maintain a highly accurate and responsive regional E9-1-1 system.
- Assists in the reconciliation and accuracy of some vendor billing.
- May provide input to the Program Manager and assist with the drafting of contracts for services and equipment.
- Often required to prepare correspondence, contracts and other documents for policy, technical and special committee meetings. In addition, presents such material in these meetings and provide concise and knowledgeable answers to questions asked by committee members.
- Coordinates and participates in the instruction of the 9-1-1 Institute, which provides regular opportunities for formal classroom training for call-takers and PSAP managers. Responsible for maintaining and organizing training files for individual participants and instructing in training offered through the organization.
- Designs, composes and presents educational materials for workshops, classroom and one-on-one training for area call-takers and public safety officials. This includes arranging and conducting preliminary and refresher training on 9-1-1 equipment and software
- Composes and distributes regular correspondence and training bulletins to member agencies.

- Designs and composes quarterly 9-1-1 newsletter. Serves as a regular contributor to the organization's monthly newsletter.
- Responsible for content and monitoring of organization's social media outlets and internet content.
- Provide planning, coordination and oversight of public safety events (i.e. National Telecommunicator Week, Job Fairs, and Safety Fairs) including donation and sponsorship solicitation for prizes and activities.
- Responsible for establishing a schedule of training. This includes notifications of member entities, interacting with third party training providers to ensure appropriate class registration and appropriate classroom arrangements are provided.
- Participates in the development and implementation of public education programs for adults and children.
- Serves as a liaison between the Association and various E9-1-1 and public safety related associations, organizations and committees.
- Assists the Program Manager in coordinating and facilitating communications with member communities for cohesive regional approaches to E9-1-1 and public safety issues.
- Coordinates the Association's regional Emergency Medical Dispatch (EMD) initiative, including existing agencies participating in regional EMD program in developing EMD certifications, protocols and standards.
- Assists the Program Manager in preparing project status reports and maintaining regular communication with the State Health Department to ensure appropriate administration of EMD grant funding.
- Assists in administering other grant programs associated with E9-1-1 and public safety.
- Assists in the development of legislative, administrative, and regulatory policies related to E9-1-1 and public safety.
- Responsible for specific special project assignments as directed by immediate supervisor, division director or executive director.
- Works on other projects related to provision and management of emergency services in the region.

**MARGINAL JOB FUNCTIONS:**

None

**SUPERVISORY RESPONSIBILITIES:**

No supervisory responsibilities. However, may serve in a lead role on certain special projects.

**INTERACTIONS:**

Member and non-member Public Safety Answering Points; area police, fire and EMS agencies; emergency management officials; training, equipment and software vendors; general public including target audiences of all ages for public education efforts.

**QUALIFICATIONS:**

- **Education/Experience:** Bachelor's degree in Public Administration, Communications, Criminal Justice or related field, and five years of related professional experience preferred.
- **Licenses/Certifications:** Currently nationally certified as an Instructor of Emergency Communications, if not, certification must be obtained within first year of employment.

Emergency Number Professional (ENP) Certification and Emergency Medical Dispatch (EMD) certification preferred.

• **Knowledge, Skills and Abilities:**

- Writing and public speaking skills are essential. Ability to advise and train groups of professional and technical personnel.
- Proficiency with MS Office applications including Outlook, Word, Excel, Access and PowerPoint. Ability and willingness to learn and apply additional software and equipment proficiency as needed. General office equipment including various personal computers and various peripheral technologies such as fax, Internet and e-mail.
- Ability to pass extensive background checks of federal, state and local law enforcement officials (such as criminal background checks) in order to be eligible to obtain proper authorization. Ability to maintain confidential and sensitive regional public safety / security information.
- Additionally, the employee holding this position must possess the ability to perform assigned responsibilities as well as new and changing duties with an attitude of cooperation and an inclination to personally identify with the Association's goals, objectives, and responsibilities.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently walks; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; climbs or balances; and stoops, crouches, and kneels.
- Occasionally lifts and/or moves objects up to 50 pounds.
- Specific vision abilities include close, color, peripheral, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Primarily indoors with occasional events requiring being outside for several hours at a time.
- The critical nature of responsibilities associated with a regional E9-1-1 system may require after hours notifications.
- Local travel and irregular hours of work may occasionally be required.

**JOB LOCATION:** This job will be performed primarily at the Association's offices, 21 E. Main, Suite 100, Oklahoma City, Oklahoma.

*DISCLAIMER: The above statements are intended to describe the general nature and level of the work being performed by individuals assigned to this position, and are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. ACOG reserves the right to amend and change responsibilities to meet organizational needs as necessary.*