



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Combined Communications Director	FLSA: Exempt
DEPARTMENT: Combined Communications	REVISED:

Summary: Under limited supervision, provides administration of activities and operations of the Laramie County Combined Communications Center (LCCCC). Directs staff and activities of the Department and assures the effective dispatching of law enforcement, fire, and medical emergencies.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Directs Law Enforcement, Fire and EMS dispatch services to first responders in Laramie County and the City of Cheyenne.
- Develops and monitors departmental goals, objectives and priorities; develops and implements LCCCC policy and procedures; ensures the efficient operation of all dispatch functions.
- Plans and coordinates the merger of three dispatch entities into a combined communication center.
- Hires, supervises, trains, motivates and evaluates LCCCC personnel; addresses performance issues; meets with staff on an individual and group basis to discuss goals, procedures and individual concerns; approves employee timesheets.
- Liaises and meets with the LCCCC Advisory Board, other departments and agencies, community groups and departmental staff to discuss issues related to the Center; coordinates upcoming events that may impact Center operations.
- Reports to the County Commissioners regarding Center progress.
- Serves on boards and commissions that are relevant to the Center.
- Prepares and manages the departmental budget; conducts analysis to forecast future budgetary requirements in relation to staffing, equipment, materials, etc.
- Approves purchasing of all equipment, materials and supplies.
- Responds to and resolves inquiries/complaints involving the Center.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of all aspects of emergency dispatch and communication services.
- Knowledge of goals and priorities necessary to ensure the efficient operation of dispatch functions.
- Knowledge of law enforcement, fire suppression, and emergency medical technology, terminology, and practices.
- Knowledge of planning processes used to merge multiple dispatch entities.
- Knowledge of supervisory principles, practices, and methods.
- Knowledge budget preparation and expenditure control.

- Skill in developing goals, objectives and policies in relation to combined communication services.
- Skill in effectively merging multiple dispatch entities into a combined communications center.
- Skill in liaising with relevant internal and external parties in relation to Center operations and issues.
- Skill in coordinating events that may impact Center operations.
- Skill in responding to inquiries and resolving complaints.
- Skill in effectively supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

Bachelor's Degree in Public Administration or Criminal Justice; five years combined communications experience, including management experience; or equivalent combination of education, training and experience.