

Public Safety Communications Center Manager Recruitment #24-CI8194-01

Date Opened 9/20/2024 3:17:00 PM

Filing Deadline 10/20/2024 11:59:00 PM

Jurisdictions City of Montgomery

Salary \$57,361.00 - \$86,763.00/year

Department Emergency Communications

Job Type Open Competitive

Employment Type Full-Time



Salary Information

Compensation plans are based on a multi-step progression system. The pay range reflects the entry level and maximum salary potential in the assigned pay grade.

****A starting salary may be negotiated and will be commensurate with education, training and experience in alignment with pay administration policies and MCCP Board Rules & Regulations****

Nature Of Work

The fundamental reason this position exists is to oversee the Emergency Communications Center (ECC) division operations and to provide management support and direction to communications center personnel. The work responsibilities include supporting communications center management with Division operations, assisting in developing and managing the communications center budget, supervising and directing communications center staff, planning and scheduling work, and performing administrative duties. This position must demonstrate a strong leadership presence that promotes the mission and vision of the Center. This position must promote positive relations between employees and management and work with considerable independence under the direction of the Assistant Director of

Emergency Communications but may receive general instructions and orders from the Assistant Director and Director of Emergency Communications.

Minimum Qualifications

Must have a high school diploma or equivalent; and four (4) years of experience in Public Safety emergency communications supervising the processing of emergency and non-emergency telephone calls, and supervising the provision of radio communications support to fire, medical, and law enforcement responders. Positions or assignments should reflect progression in authority and responsibility.

NOTE: Qualifying education, training, and experience that provide the requisite knowledge, skills, and abilities to perform the job will be considered.

Special Requirements

Must be willing to work nights, weekends and holidays and willing to be on-call to respond to emergency incidents as needed. Must possess or be able to attain a valid Alabama Driver's License within 60 days and have an acceptable driving record. Applicant must be able to type at least 35 wpm. Applicant must sign a willingness statement and as a condition of continued employment, you must pass a criminal background check (to include criminal and driving history reviews) and drug test.

The City of Montgomery's Emergency Communications Center operates 24 hours per day, 7 days per week, and 365 days per year. You may be required to work non-business hours, weekends, and many holidays. However, employees are well compensated for these inconveniences.

Kind Of Examination

Applications are being accepted to fill one (1) vacancy any vacancies that may occur during the life of the register. The current vacancy is with the **City of Montgomery Emergency Communications Department**. Applicants will be screened and qualified based upon education and experience as shown on the application and attached supplemental questionnaire. For this reason, applicants are urged to fill in the application form and supplemental questionnaire completely providing detailed information concerning the kinds of jobs they have held, the dates they held them, where and exactly what their duties were. If more than five qualified applications are received, a selection device will be administered to rank applicants. Tied scores will not be broken. If there are five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order.

Complete an online application by visiting Montgomery City-County Personnel's Online Employment Center (<http://www.jobaps.com/MGM>). Paper applications are no longer accepted. Completed applications will be accepted online until 11:59 p.m. on the closing date. If there is no closing date, the announcement may be closed at any time without prior notice.

Additional Information

BENEFITS: Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

DRUG TEST: Employment is conditional upon the potential employee passing a preemployment drug test. (The drug test may require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use).

EQUAL EMPLOYMENT OPPORTUNITY: Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

REQUEST FOR ACCOMMODATION: Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Personnel Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Personnel Director at (334) 625-2675.

I9: Prior to your employment, you will be required to provide to your employer documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986.

UPDATE OF CONTACT INFORMATION: It is your responsibility to update your contact information (address, phone, email) so that we can contact you about jobs. Please visit the Update Contact Information (<https://www.jobapscloud.com/MGM/NewRegPages/IDPassfind.asp?from=UpdateEmail>) page to log in and update to your contact information at any time.


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Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet. (https://www.jobapscloud.com/MGM/newregpages/termsfuse.asp?RecruitNum1=24&RecruitNum2=C18194&RecruitNum3=01)</p>	
<p>Upload Resume to Start an Application (https://www.jobapscloud.com/MGM/newregpages/termsfuse.asp?RecruitNum1=24&RecruitNum2=C18194&RecruitNum3=01&ImportResume=True)</p>	

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