

# HENNEPIN COUNTY

## MINNESOTA

### Emergency Communications Director

Salary-\$75,000-\$119,000

The Hennepin County Sheriff's Office is seeking an Emergency Communications Director to direct the operations of the Technical Services and 911 Dispatch units. As an Emergency Communications Director, you will ensure consistent and timely dispatch of all disciplines of emergency assistance, prepare divisional budgets, and advance the needs and goals of the Hennepin County Sheriff's Office, its partners, and the residents that we serve. This position reports to the Major of Enforcement Services.

#### **Location and hours:**

This position is located at the 911 Emergency Communications Center at 1245 Shenandoah Lane N, Plymouth, MN 55447. There is no public transportation to this site. The work schedule is primarily Monday through Friday from 8:00 am to 4:30 pm, with the possibility of emergency callback.

#### **In this position, you will:**

- Supervise, manage & mentor division managers to help them lead with excellence and accountability using the core values and competencies, and establish a plan for employee engagement and succession planning.
- Oversee emergency dispatch operations to ensure compliance with applicable national standards, protocols, and procedures in public safety dispatch. Research, recommend, and implement long-term plans and goals for the division regarding facility, equipment, staffing, and training needs.
- Oversee the management of an approximately \$17 million annual divisional budget to include: approving major purchase orders, monitoring division expenditures and preparing the annual divisional budget; overseeing capital improvement projects; evaluate staffing needs and reallocate personnel to meet office objectives.

#### **Need to have:**

- Bachelor's degree or higher in business administration, public administration, criminal justice, or a field appropriate to the position **and** five or more years of supervisory experience in public safety communications in a 911 communication center or command/management experience (above first-line supervisor) in law enforcement, fire, or emergency management services. Note: Experience can be substituted for education on a year-for-year basis.

To view to full job description and to apply please click [here](#). Application closes on April 9<sup>th</sup> at 11:59 p.m.

Your future. Made here.

Hennepin County Human Resources

300 South Sixth Street, Minneapolis, MN 55487-0040  
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