

The Henry County E-911 Department is accepting applications for position of Director. This full-time position is an exempt position, at an annual salary of \$45,000, with benefits. A copy of the job description for this position is attached for review.

Interested applicants are to submit a cover letter, a resume, and an application to include three references. Submission of the required documents, as attachments, can be sent via email to [abankson@henryco.net](mailto:abankson@henryco.net) with "Application for E-911 Director" on the subject line. Or, the applicant can send via US Mail to: Commissioners of Henry County; ATTN: Human Resources Department, Room 213; 101 South Main Street; New Castle, IN 47362. The requested documents are to be sent to the Henry County Commissioners on or prior to December 11, 2019 at 4:00 p.m.

*Henry County Government Offices is an Equal Opportunity Employer*

**POSITION DESCRIPTION  
COUNTY OF HENRY, INDIANA**

**POSITION:** Director  
**DEPARTMENT:** E-911 Communications  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** October 2019                      **STATUS:** Full-time  
**DATE REVISED:**                                      **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Director for Henry County E-911, responsible for supervision, planning, administration, and operation of the Emergency Operations Center.

**DUTIES:**

Oversees E-911 Communications Center operations and all programs and services provided to participating Police, Fire, and EMS agencies.

Supervises Department personnel, including administering personnel programs, maintaining proper staffing levels, interviewing and hiring personnel, providing orientation for new subordinates, planning/delegating work assignments, establishing goals/standards, conducting staff performance evaluations, reviewing position responsibilities and salaries, informing staff of organizational developments, resolving problems/conflicts, and initiating disciplinary procedures as warranted.

Prepares Department payroll and expense claims and submits to County Auditor on a bi-weekly basis. Maintains personnel and activity records.

Develops and administers staff training programs/exercises, maintains training records, and ensures all personnel and Dispatch Center certifications are current.

Oversees the 911 addressing system in the County and maintains/updates database of County street names, street address spans, and law enforcement, fire and medical jurisdictions for each span.

Maintains digital mapping system, including upgrading current GIS layers and creating new layers as applicable.

E-911/director