

Mecosta/Osceola Consolidated Central Dispatch Authority (Meceola)

Job Title: Director of Central Dispatch

Location: 20701 Northland Drive, Paris, MI 49338

Wage Range: \$54,000-\$66,000 DOE

Meceola is seeking a highly-qualified individual for the position of Director of Central Dispatch.

This is a full time benefitted position.

The Director is responsible for the staffing, supervision, direction, training, and administration (Human Resources/Budgeting/Policy Development etc...) of the Meceola dispatch center. This position reports to the Meceola Authority Board and works closely with law enforcement, fire services, emergency medical services, emergency management, and other public officials. The Director will periodically be called on to make presentations at public meetings, hearings, and to local governmental agencies.

The position requires a high degree of responsibility, leadership, flexibility, attention to detail, and the ability to work under the pressure of timelines and public expectations. The operation is a 24/7/365 operation and the Director may be called upon at any time.

Preferred Qualifications/Experience:

- Bachelor's degree in Criminal Justice, Public or Business Administration, or a related field or equivalent experience.
- Excellent "people skills"
- 2 years' experience in an administrative/supervisory position
- E911 Dispatch experience
- Emergency Numbering Professional Certification
- National Incident Management Certification (NIMS)
- Proficiency with MS Office

Any or all of the above may be substituted for by commensurate experience and or education.

Application Deadline: Close of Business March 15, 2019. Applications may be submitted to Sheriff Todd Purcell, 400 Elm St., Big Rapids, MI 49307 or electronically at tpurcell@mecostacounty.org

Questions regarding this posting may be directed to Sheriff Purcell at the above email.