

OFFICE OF THE SHERIFF

Clay County, Florida
Darryl Daniels, Sheriff
"Selfless service for all."

JOB NOTICE

DATE: February 7, 2019
TO: All Members
FROM: Chief Robin Conte
POSITION: Communications Manager
REPORTS TO: Chief of Support Services
SALARY RANGE: \$46,948 - \$64,553 annually
DEADLINE TO APPLY: February 17, 2019

The Sheriff is posting a notice of opportunity for the position of Communications Manager.

Specific duties may include, but are not limited to:

- Oversee all aspects of the Communications Center.
- Supervise, train and manage assigned staff.
- Ensure the Communications Center is prepared for emergency situations.
- Ensure that certification and on-the-job training is completed and documented for new Communications officers.
- Submit information relative to the annual budget.
- Monitor FCIC / NCIC's validation and data entry process to ensure compliance with FCIC / NCIC's policies and procedures.
- Monitor the allocation of manpower.
- Attempt to resolve grievances from subordinates.
- Additional duties as required.
- Monitor DAVID use to ensure compliance with HSMV policies and procedures.
- Monitor LYNX use to ensure compliance with LYNX policies and procedures.

Minimum qualifications:

- All skills, knowledge and abilities required for an ECO IV. As well, must have served as an ECO IV.
- Knowledge of the Sheriff's Office operating procedures, dispatch procedures and available resources.
- Ability to plan, assign, supervise and review the work of subordinates.
- Ability to exercise good judgment in evaluating situations and solving problems not specifically covered by established practices or procedures.
- Ability to communicate effectively, both orally and in writing.
- Minimum of 4 years of experience as a Public Safety Telecommunicator and 2 years Supervisory experience in the field.

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com by the deadline date.