

JOB POSTING

Position Title	Manager of Communications
Department	LIVCOM/911
Shift	
Salary (Optional)	\$49,850 annually
Brief Job Description	Manages the daily operations of the County's E-911 Center including budget preparation for the Communication (Dispatch) Funds and reports for board and committee meetings. Oversees communications training of all personnel and reviews progress reports from trainers. Superior leadership along with fiscal and budget management skills are required along with experience working successfully in a collaborative labor relations/collective bargaining environment. Must have basic understanding of the workings of a 911 system.
Education Requirements	A minimum of five years of supervisory or senior level of experience in computer aided dispatch and communication systems required and extensive work in radio dispatching. Experience working in a collaborative labor relation/collective bargaining environment required. A college degree is desired but not required. Professional work experience will be evaluated to equate to college training. Needs to have working knowledge of computer software systems such as Microsoft Word and Excel.
Additional Comments	Experience in radios, towers, consoles, LEADS equipment and telephone lines desired.
Instructions for Applying	Send completed <u>Sheriff Application</u> to: Livingston County Human Resources 112 W. Madison Street, Room 202 Pontiac, IL 61764 Sheriff Application may be downloaded from www.livingstoncountyil.gov , click on "about Livingston", then click on "Employment". Please be sure to complete the <u>Sheriff Application</u> .
Application Deadline	2/25/13