



# COUNTY OF HUNTERDON

---

## **Job Vacancy: Communications Division Head**

### **Job Summary**

The County of Hunterdon is seeking a qualified applicant for the position of Division Head of Communications. A successful candidate will have a background in 911 Communications and a demonstrated record of leadership and implementing strategic change. The Division Head of Communications is responsible for the planning, organizing, and supervising the operation of the twenty-four-hour emergency communications services. The Division Head will oversee the 911 Operators, administer the division operational budget, approve purchases, draft, approve, and enforce departmental policies. The Division Head will screen, process, and oversee the hiring of new employees; and assist, oversee, and supervise the 911 operators including providing staff support to all personnel as needed by maintaining skills necessary to perform basic job duties of all staff as needed. The Division Head will address all staff concerns in accordance with county policy.

### **Essential Functions:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff; oversees employee work schedules to ensure adequate coverage and control; reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures; conduct interviews and make hiring and termination decisions.

Plans, organizes, and manages the day-to-day operational functions of the Communications Division to provide effective and timely emergency services County-wide; plans, develops and directs department programs, services, resources and staff; formulates short and long range plans, goals and objectives; develops and implements policies, procedures and standards; and directs the implementation of programs and services through subordinate supervisors and staff.

Monitors and evaluates division programs, services and operations; assesses department effectiveness and performance; manages quality assurance and quality improvement initiatives; analyzes operational statistics and staffing needs; and identifies and implements changes to maximize use of resources and achieve goals and objectives.

Prepares and/or reviews operational and statistical reports; presents proposals and recommendations regarding division services and needs; serves as a member of varying task forces, committees, and management and planning teams; and represents the department to other County, State and Federal agencies and officials.

Coordinates with public safety agencies, or other officials to review and enhance operations/activities; reviews/resolves problems, receives advice/direction, and provides recommendations; and advises management of situations, solutions, major incidents, and other problems.

**HUMAN RESOURCES DEPARTMENT  
71 MAIN STREET, 3<sup>RD</sup> FLOOR  
PO BOX 2900  
FLEMINGTON, NJ 08822**

**TELEPHONE: (908)788-1114  
FAX: (908)806-4236  
EMAIL: PERSONNEL@CO.HUNTERDON.NJ.US  
WEBSITE: WWW.CO.HUNTERDON.NJ.US**



# COUNTY OF HUNTERDON

---

Manages division financial resources; develops and implements division budget, including establishing priorities for capital and material requirements, in coordination with the Director of Public Safety; monitors expenditures to ensure compliance with approved budget; and reviews and approves payroll, bills, invoices, purchase orders, contracts and other financial documents.

Plans for and manages the use of division equipment, communication systems and facilities; ensures proper maintenance and repair of communications equipment, radios, and systems; assigns and oversees research of vendor pricing; coordinates with contractors, vendors and suppliers regarding the procurement of new equipment, services and supplies; works with vendors regarding wireless services and planning for future department technology needs.

Responds to questions or complaints related to communications activities and personnel; provides information and education; researches problems; and initiates problem resolution.

## **Requirements:**

Bachelor's degree in Business Administration, Communications, Emergency Management, Public Administration, Public Safety, or a related field required (Master's degree preferred); ten years of progressively responsible experience in emergency communications, with three years of senior management experience for a comparably sized organization or as a director for a smaller organization; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

*NOTE:* Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Must possess and maintain a valid New Jersey driver's license; must possess and maintain the following certifications or attain within six months: Public Safety Telecommunicator (or equivalent), Emergency Medical Dispatch (EMD), and Cardiopulmonary Resuscitation (CPR). Must attain Association of Public Safety Communications Officials (APCO) Certified Public-Safety Executive Program Certification within two years of employment.

Must be New Jersey resident or become NJ Resident within one year of hire as per NJ First Act. <https://www.state.nj.us/csc/about/news/2012/approved/20120131a.html>

Applicants should mail a cover letter, County employment application and resume to Catherine Kopec, Director of Human Resources at 71 Main Street, PO Box 2900, Flemington, NJ 08822. Applicants can also email their resume and cover letter to [personnel@co.hunterdon.nj.us](mailto:personnel@co.hunterdon.nj.us). Salary is commensurate with experience.

**HUMAN RESOURCES DEPARTMENT**  
71 MAIN STREET, 3<sup>RD</sup> FLOOR  
PO BOX 2900  
FLEMINGTON, NJ 08822

**TELEPHONE: (908)788-1114**  
**FAX: (908)806-4236**  
**EMAIL: PERSONNEL@CO.HUNTERDON.NJ.US**  
**WEBSITE: WWW.CO.HUNTERDON.NJ.US**