

NEW: Revised: Submitted:
 11/23/2024 11/12/2024
 11/15/2023 11/14/2023

JOB TITLE:	COORDINATOR DISTRICT SAFETY DISPATCH (SECURITY)
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	II, GRADE 5-7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8860
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates, assigns, reviews, and manages daily activities of the district dispatch center. This includes the overall responsibility for the operations and effective functioning of the center, ensuring work quality and adherence to established policies and procedures. The coordinator provides leadership and direction for the dispatch center as a whole and performs related duties as required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responsible for supervising and directing all telecommunications personnel and operations to ensure proper performance of duties and adherence to rules and regulations
- Plans, prioritizes, assigns, supervises, reviews, and coordinates the day-to-day activities of the dispatch center
- Documents incidents related to communication operations
- Oversees scheduling and provides adequate staffing for the dispatch center including management of employee accrual days, reporting time away in compliance with JCPS leave regulations and mandating overtime when required
- Maintains time and attendance and payroll records for all staff
- Supervises and directs the work of all employees of the center to ensure proper performance of duties and adherence to rules and regulations
- Develops, administers, implements, interprets, and enforces departmental rules, regulations, and policies and procedures
- Receives and disseminates information concerning public safety and law enforcement activities
- Conducts correspondence and maintains reports and records relating to the activities of the dispatch center and equipment
- Reports and documents equipment issues for the telecommunications unit
- Participates in the selection of assigned staff, provides or coordinates staff training to maintain certification, and works with staff to maintain quality control
- Reviews and evaluates radio and other telecommunication transmissions for investigative or training purposes
- Prepares a variety of analytical and statistical reports and correspondence on operations and activities
- Conducts quality assurance audits of dispatch protocols and systems
- Coordinates and acts as a liaison with public safety partners on day-to-day operations and during critical responses requiring a unified command to ensure operability
- Assists with open records requests
- Successfully completes Telecommunicator Certification Course and functions as a telecommunicator as needed

Responsible for assisting with existing and new programs such as: LINK/NCIC (Law Information Network Kentucky/National Crime Information Center), NIBRS (National Incident, Power DMS, Ring Central, SharePoint, Micro-Key, and School Messenger)

Responsible for coordinating technology needs and equipment, such as computers, cellphones, and radios

Provides and coordinates staff training to maintain certification

Supervises the Certified Training program for entry level telecommunicators

~~Receives all incoming communication for Board of Education during abnormal hours~~

Evaluates staff as assigned

Compiles reports of trainees and trainers

May fill in for telecommuications personnel in the event coverage is needed

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching with the ability to lift, carry, push or pull light weights.~~

This work is completed in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): crouching, lifting up to 20 lbs., pushing up to 20 lbs., and pulling up to 20 lbs. The following physical activities are required occasionally (up to 50% of the workweek): bending, driving, standing, and walking. Feeling, grasping, and reaching are required frequently (up to 75% of the workweek). Hearing, repetitive motions with hands, talking, and visual acuity is required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Twenty-one (21) years of age

Driver's License

Three years successful radio operations, emergency management, or crisis response experience

Must have success completed or must successfully complete within 6 months of hiring, the State approved Telecommunications Academy

Effective communication skills

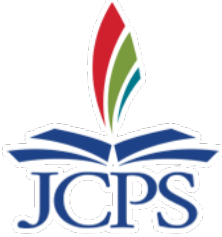
Experience in a diverse workplace

DESIRABLE QUALIFICATIONS

Bachelor's degree in Communication, Emergency Management, Law Enforcement Field or work-related experience in the field

Kentucky Law Enforcement Council Telecommunicator Certification

Certified Kentucky Telecommunicator issued by Department of Criminal Justice and Training



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DIVISION	CHIEF OF STAFF
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JOB CLASS CODE:	8860
BARGAINING UNIT:	CLAP

Revised:
11/23/2024

Submitted:
11/12/2024

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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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Maintains time and attendance and payroll records for all staff

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Develops, administers, implements, interprets, and enforces departmental rules, regulations, and policies

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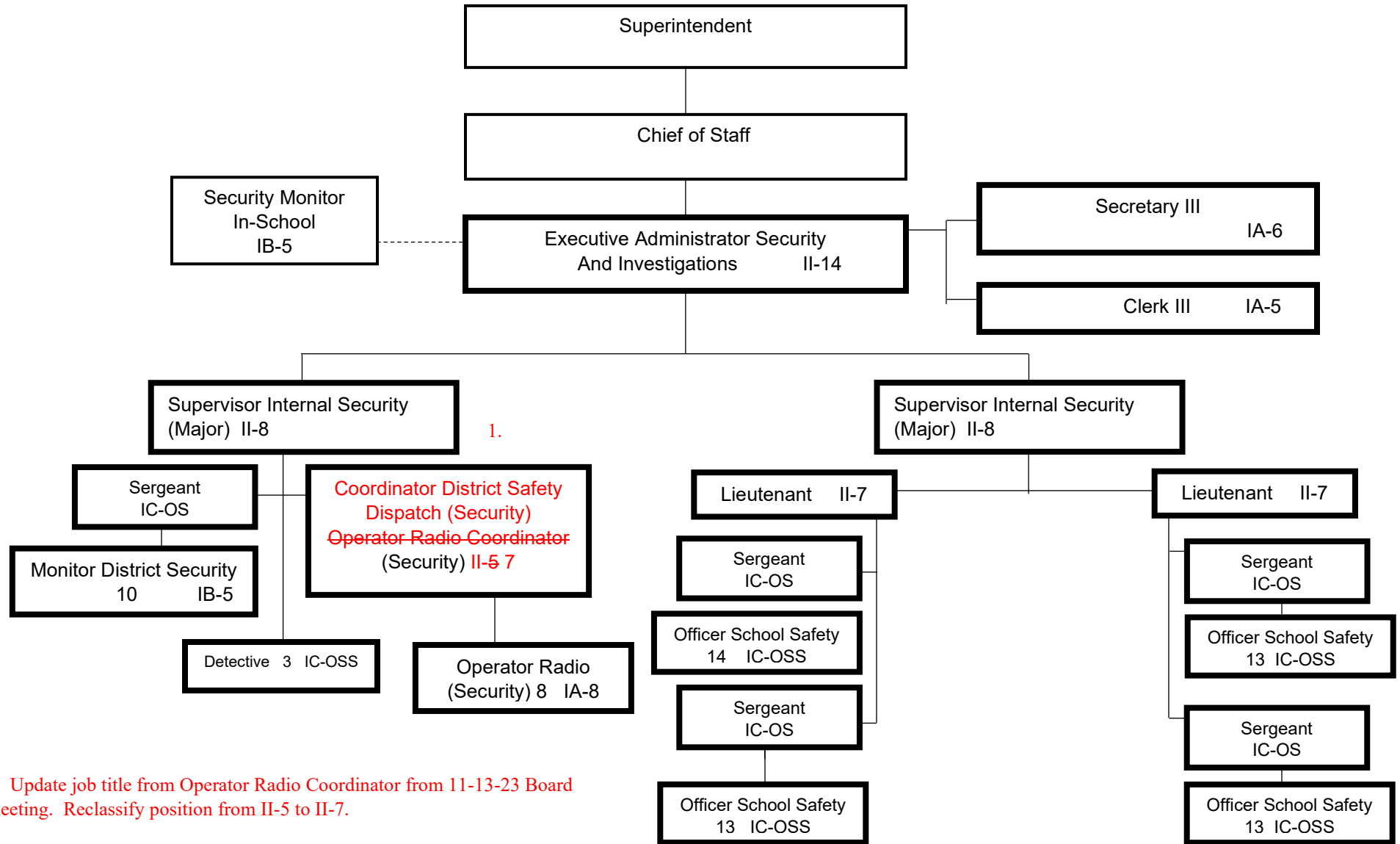
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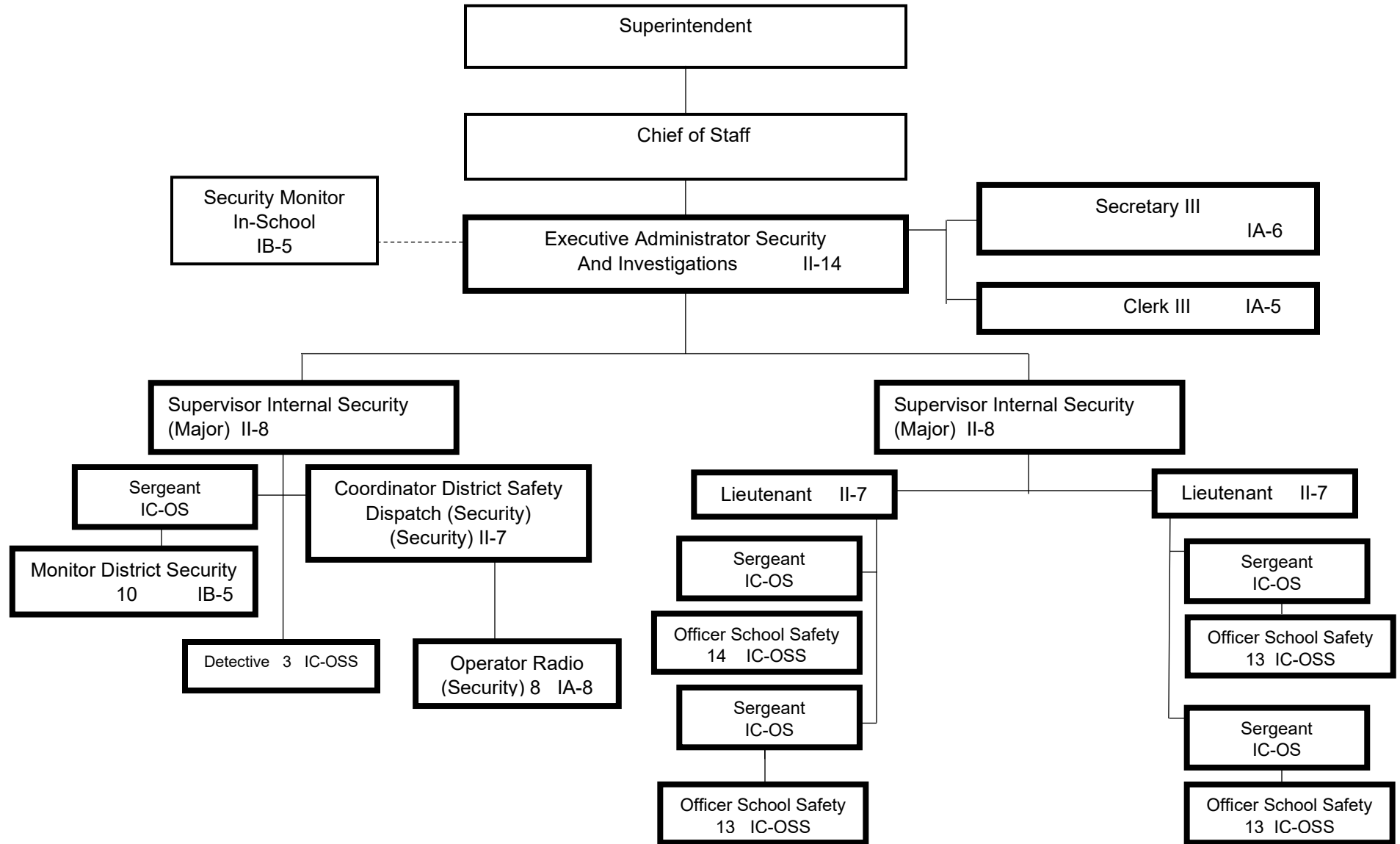
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1. Update job title from Operator Radio Coordinator from 11-13-23 Board meeting. Reclassify position from II-5 to II-7.

Summary:
 General Fund Positions: 81
 Categorical Fund Positions: 0



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 General Fund Positions: 81
 Categorical Fund Positions: 0