

Wells County, North Dakota

Wells County Courthouse *Office of 911 Coordinator*

700 Railway ST N #306
Fessenden, ND 58438
(701) 547-3319

Job Description

Job Title: 911 Coordinator	Job Status: Part-Time (25% FTE)
Department: 911 Coordinator	FLSA Status: Non-Exempt
Reports To: Board of County Commission	Effective Date: October 2019

❖ Nature of Work:

As an appointed official, 911 Coordinator is responsible for all aspects of the 911 emergency communication system.

❖ Essential Functions of Work:

- Prepares department budget.
- Stays current on 911 at local, state, and federal levels.
- Coordinates 911 operations to include:
 - Assignment of 911 addresses.
 - Maintenance of 911 database.
 - Maintenance of Master Street Address Guide.
 - Maintenance of mapping information.
 - Keeping up to date on emerging technologies.
- Coordinates communications operations between dispatch, Law Enforcement, and emergency agencies in matters of mutual concern.
- Collaborates with all emergency services in the defined area to ensure that Emergency Service Zones are accurate.
- Directs the flow of information with all concerned parties in regards to 911 services.
- Responsible for updating and maintaining the 911 manuals, directives, State Radio Standard Operational Procedures and local operational plans.
- Responsible for ordering the county/township road/street signs as needed.
- Responsible for public safety information related to any aspect of the 911 system, including Next-Gen 911 and Text-to-911.
- Attend quarterly 911 association meetings, state radio meetings/trainings, and other committee/groups as appointed or appropriate.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of 911 Coordinator, as required or assigned.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to perform light physical work and carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to 911 Coordinator related duties.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience:**

- High School diploma or GED.

❖ **Clarification Clause**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining 911 Coordinator related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the Board of County Commission. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.