

GENESEE COUNTY 9-1-1 CONSORTIUM COMMISSION

Job Description for Deputy Director

1. **Duties and Position:** The Deputy Director works under the direction of the Executive Board and the Director. His responsibility is to implement and administer policies established by the Consortium and to be responsible to the Consortium for the efficient administration of the Central Dispatch Facility. The Director may delegate to him any or all of the following functions and duties:
 - a) To serve as the liaison between the Consortium boards and the employees.
 - b) To coordinate the work of the Consortium employees, consultants, and contractual services.
 - c) To actively negotiate employee contracts for submittal to the Executive Board for action.
 - d) To recommend new policies and procedures to promote more efficient operation of Central Dispatch Facility activities and responsibilities.
 - e) To supervise and coordinate the work of the 9-1-1 Consortium and Central Communications; to keep informed and report to the Director (and at the request of the Chairman report to the 9-1-1 Consortium, including but not limited to its Executive Board, General Membership Board, etc.) concerning the operation of the Central Communications Center, to prepare any such information and reports as may be required by the Director and/or the 9-1-1 Consortium.
 - f) At the direction of, and/or in conjunction with the Director and the Chairman of the Board, prepare the 9-1-1 Consortium and Central Communications annual budget proposal for the 9-1-1 Consortium, together with supporting information and explanation
 - g) Establish and maintain central purchasing services for the 9-1-1 Consortium.
 - h) Maintain an inventory of 9-1-1 Consortium-owned property.
 - i) In the absence of or at the direction of the Director, and when requested by the Chairman, attend all meetings of the 9-1-1 Consortium, including its Executive Board, General Membership Board, etc. with the right to be heard in all 9-1-1 Consortium proceedings, but without the right to vote.

Additionally, at the request of the Director, employee shall attend meetings of other groups relevant to the operation including but not limited to the Police Chief's

Association, Fire Chief's Association, Advisory Board, Medical Control, Emergency Planning Committees, etc. as directed.

- j) Recommend to the Director such measures deemed necessary or appropriate for the maintenance and the improvement of Consortium operations or services.
- k) Supervise all 9-1-1 Consortium employees and employees of others involved with the actual operation of 9-1-1 central Communication functions as directed.
- l) To supervise and coordinate the personnel policies and practices of the 9-1-1 Consortium as directed.
- m) To prepare with the cooperation of the Chairman and administer the annual budget under policies formulated by the Consortium. The budget must be approved by the Membership Board.
- n) To oversee all public improvements, works and undertakings of the Consortium.
- o) To see that all terms and conditions imposed in favor of the Consortium in any contract are faithfully kept and performed.
- p) To perform such other duties as may be prescribed or required by direction of the Executive Board, or which are not assigned to other Central Dispatch employees.