



CITY OF ALACHUA

JOB DESCRIPTION

COMMUNICATIONS SUPERVISOR

DEPARTMENT: Police: Communications Division

REPORTS TO: Police Sergeant

SUPERVISES: Communications Operators

FLSA: Non-exempt

GENERAL DESCRIPTION:

Responsible administrative and supervisory work directing the overall communication activities and personnel responsible for all police, responses. Work is performed under the general direction of the Chief of Police

ESSENTIAL JOB FUNCTIONS:

NON-SWORN

1. Organize, plan, supervise, instruct and coordinate activities of assigned personnel.
2. Evaluates and assesses the performance of subordinates.
3. Accountable for the effective administration for police, fire and EMS services public safety communications.
4. Schedules, conducts and documents all required training for all assigned personnel.
5. Responsible for retrieving information and the maintenance of the data recording system for the communication center.
6. Ensures compliance with all City policies and procedures, APD standard operating procedures, federal and state communications mandates, data entry and retrieval requirements.
7. Responsible for ensuring compliance with all local, state and federal regulations for record management to include retention and destruction.
8. Responsible for supplies and to ensure all required forms are stocked and available to departmental personnel.
9. Responsible for the proper operation of all dispatch computer systems i.e. in-house computer, state computer. Ensures that all data is secured and maintained through the normal computer back-up process.
10. Liaison with FDLE for annual audits to ensure compliance with FBI security.
11. Coordinator to ensure user compliance for "DAVID" DHSMV
12. Terminal Agency Coordinator (TAC) for Agency
13. State Department of Health Coordinator for Agency
14. Serves as a Communications Operator when needed or as directed during times of emergencies.
15. Performs other duties as assigned.

SWORN

In addition to the essential job functions and minimum qualifications outlined within this job description, those Sworn Police Officers serving as a Communication Supervisor, shall be responsible for and perform all the requirements found in the Police Officer II job description.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of supervisory concepts and practices. Knowledge of rules and regulations of the department. Knowledge of the physical and social characteristics of the City. Knowledge of Federal, State and municipal laws and regulations. Knowledge of police communications systems. Ability to plan, assign, instruct, supervise and evaluate work of subordinates. Ability to deal courteously and fairly with the public. Ability to read and speak effectively. Ability to establish and maintain effective working relationships with other employees.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Three (3) years experience in a communications operation is required. Four (4) years of supervisory experience required.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

FCIC/NCIC

DOH Certification within one year of hire.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.
Writing.
Speaking.
Listening.
Ability to enter data at a prescribed rate of speed.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.
May work outside in various weather conditions with: noise, fumes, gases, smoke or flames, odors.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature