



THE
CHARLOTTESVILLE-
UVA-ALBEMARLE
COUNTY EMERGENCY
COMMUNICATIONS
CENTER IS SEEKING
AN EXECUTIVE
DIRECTOR

ABOUT ALBEMARLE COUNTY

Settled just east of the Blue Ridge Mountains in central Virginia, Albemarle County is one of the most desirable locations in Virginia and in the nation, with an excellent school system, low taxes, low crime and unemployment rates, a skilled and educated workforce and a wealth of cultural, historic and recreational amenities in a beautiful setting. Known worldwide for Thomas Jefferson's home, Monticello, the County surrounds the city of Charlottesville and shares the University of Virginia campus. Home to over 105,000 people, the County offers a high quality of life with breathtaking scenery, a vibrant community and a thriving economic outlook.

The County enjoys a strong economy and a healthy business presence. Albemarle has a strong start-up and small business environment as well, with more than 95% of the County's business establishments employing fewer than 50 employees. The County's strong public school system and access to institutions of higher learning like the University of Virginia and Piedmont Virginia Community College provide access to a skilled and highly competent workforce.



Albemarle County Public Schools provide premier educational services to over 13,700 students enrolled in pre-K through high school. Boasting a 94.3% on-time graduation rate, the County also offers computers to every student at the middle and high school level and touts small class sizes. On the cutting edge of modern public education, it is also expected by 2019 that every public school student will be connected to the School Division's server for internet connectivity. All of Albemarle's schools are accredited by the Virginia Department of Education and 19 of 26 are fully accredited. For higher education, Piedmont Virginia Community College offers accessible, affordable, high-quality educational programs that promote student success and community vitality. The University of Virginia, an internationally recognized medical, law and business school, is a major resource for businesses located in the region.

World class medical care is centrally located in Charlottesville. The University of Virginia Health Sciences Center is among the most comprehensive medical facilities in Virginia. It is a Level I trauma center and is rated one of the top 100 hospitals in the country. The center's hospital includes 591 beds and maintains a special unit for trauma, burns, intensive care, dialysis, newborn, and coronary care.

ABOUT THE UNIVERSITY OF VIRGINIA



Established in 1819 by Thomas Jefferson, the University of Virginia is located in Charlottesville, VA. It is recognized as one of the original eight "public Ivies," considered to be among finest in the country. Thanks to the classical campus architecture, originally designed by Jefferson as an "Academical Village," it also has the stately look of the Ivies. Inside the classroom, UVA's academics are superb, with 88 bachelor's degrees in over 85 fields as well as master's, pre-professional and doctoral degrees. UVA is the beneficiary of \$311 million in research awards, and the grounds hold over 100 research centers. The freshmen-to-sophomore retention rate is a high 97%, and the graduation rate is an equally impressive 93%. Prospective students should also look out for strong arts offerings in the literary, performing and visual arts. The Jefferson Literary and Debating Society, for which members meet weekly in Jefferson Hall, one of the oldest Greek-Lettered organizations in the U.S. The school is deeply rooted in traditions such as the honor code, honors societies and secret societies, and draws over 30% of out-of-state students. The University of Virginia's sports teams compete in NCAA Division I Sports and in the Atlantic Coast Conference.

Albemarle has a thriving local food and beverage culture that is well-established and has a widely recognized reputation for wine and beer tourism. The Brew Ridge Trail and Monticello Wine Trail showcase this culture in celebrating craft beer and quality, locally made wine. Historical attractions within the County include world-renowned landmarks in Thomas Jefferson's Monticello, the University of Virginia and Montpelier to name a few. The region is also home to a diverse array of shopping opportunities.

ABOUT THE CITY OF CHARLOTTESVILLE



Charlottesville serves as the economic, cultural and educational center of a multi-county region in Central Virginia. With a population of over 46,000, the City is recognized as a Metropolitan Statistical area and is one of the premier places to live and work not only in Virginia but in that nation as well. The City holds a AAA bond rating, has been rated one of the 15 Best Places to Live in the US, is among the 50 Best College Towns in the country and has also been voted as one of the Hippest Mid-Sized Cities in America. Charlottesville's public schools tout an 89.4% on-time graduation rate and boast small class sizes and one of the lowest student/teacher ratios in the state as well. The city is also served by seven major highways, Amtrak and the Charlottesville-Albemarle Airport.

Charlottesville offers stunning beauty, extraordinary culture and an inexhaustible list of things to do. From world-class restaurants to cultural events like the Virginia Film Festival to hiking and kayaking along the scenic Rivanna River, Charlottesville offers a quality of life, community feel and natural beauty that few cities can match.

ABOUT THE EMERGENCY COMMUNICATIONS CENTER



The Emergency Communications Center (ECC) provides all emergency communications services for Albemarle County, the City of Charlottesville and the University of Virginia. The ECC receives all 9-1-1 calls in the area and serves as the central dispatch for the three local police departments, three rescue squads and fire calls. The ECC is a nationally recognized center, having earned CALEA Accreditation as well as being designated as an APCO National Certified Training Program and Virginia Accredited Emergency Medical Dispatch Communications Center.

EXECUTIVE DIRECTOR: POSITION PROFILE

Under the supervision of the Management Board, the Executive Director is responsible for establishing and communicating the vision for the ECC and providing overall daily management and administration of both the Emergency Communications Center and the Office of Emergency Management. In addition to implementing work and operational policies, the Executive Director is in charge of hiring, training, supervising and motivating personnel; preparing and monitoring the budget, and ensuring efficiency of operations.

ABOUT THE MANAGEMENT BOARD

The ECC is overseen by the Regional Emergency Communications Center Management Board, which is comprised of 10 members, including the Albemarle County Executive, Charlottesville City Manager, University of Virginia Vice President for Administration, Chief of Police for Albemarle County, Chief of Police for Charlottesville, Director of University Police, Chief of the Charlottesville Fire Department and one representative from the Advisory Board of the area rescue squads. The Management Board is tasked with establishing the by laws, the operating procedures and policies and hiring the ECC's Executive Director to oversee daily operations.



THE RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director is responsible for overseeing daily operations of the ECC and reports directly to, and serves at the pleasure of, the Management Board.

- Planning, directing, managing and monitoring the acquisition, design, operation and enhancement of public safety technology systems supporting the emergency communications center
- Analyzing operating procedures and user response issues to establish protocols in conjunction with providers
- Representing the Center at appropriate meetings with boards, agencies and commissions and maintaining appropriate contacts with the public and the media on the use of the emergency communications system
- Maintaining active and engaged relationships with all participants, emergency service providers and other State and local agencies and departments relative to the operation of the ECC
- Establishing, growing and nurturing working relationships with the County, City and University departments receiving services from the ECC
- Ensuring the operational readiness of the Center's technology, telecommunications computer aided dispatch system and radio equipment and tower sites
- Overseeing the Office of Emergency Management and serving as the Emergency Management Coordinator when necessary

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelors degree and 10 years of progressively responsible experience in public safety communications and dispatch or emergency communications, including but not limited to personnel management, budget preparation and management, purchasing and contract management.

- Extensive knowledge of Federal and State regulations governing the use of radio transmissions as well as a working knowledge of County, City and University geography and the highway/street system
- Strong understanding of the principles and procedures involved in operating an emergency dispatch center
- Ability to perform data analysis and draw sound conclusions
- Working knowledge of local emergency operations plans and procedures
- Ability to communicate with people of all educational and professional backgrounds as well as of varied views or beliefs
- Ability to remain calm and work well in tense or emergency situations

ESSENTIAL FUNCTIONS OF THE EXECUTIVE DIRECTOR

Leadership and Management

- Prepares and submits an annual financial budget to the Management Board, and Monitors and controls annual expenditures in relation to budget;
- Plans, directs, manages, monitors, and/or coordinates the acquisition, design, operation, enhancement and maintenance of public safety technology systems supporting the emergency communications center;
- Participates in the development of intergovernmental contracts, grants and agreements for the emergency communications center and emergency management functions.

Financial Responsibility

- Prepares and submits an annual financial budget to the Management Board, and
- Monitors and controls annual expenditures in relation to budget;
- Plans, directs, manages, monitors, and/or coordinates the acquisition, design, operation, enhancement and maintenance of public safety technology systems supporting the emergency communications center;
- Participates in the development of intergovernmental contracts, grants and agreements for the emergency communications center and emergency management functions.

Collaboration with Stakeholders

- Maintains active liaison with emergency service providers and other State and local agencies and departments relative to the operation of the ECC;
- Represents Center at appropriate meetings, boards and commissions;
- Maintains appropriate contacts with the public and the media on the use of the emergency communications system;
- Establishes and maintains working relationships with the County, City and University departments receiving services from the ECC, as set forth in the enabling agreement.



OPPORTUNITIES

- Enhancing the use of technology to maintain alignment with best practices
- Process improvement to enhance public safety response to the service area

- Developing an overall strategic master plan for the future of the ECC.



APPLICATION AND SELECTION PROCESS

Submittal of cover letter, resume and County application is required. All applications will be processed through Albemarle County's online application system at www.albemarle.org/jobs. Please be advised that faxed and mailed applications will not be considered.

Equal Employment Opportunity: Hiring for Albemarle County shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status, or disability unless otherwise permitted by County policy or applicable law. Applicants hired by the County must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.

Search Committee Members Include: Gloria Graham: gg6bd@virginia.edu
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