

## **PURPOSE**

The Emergency Communications and Policy Director will advance enterprise wide emergency communications through the development and implementation of strategic plans that define and establish an optimal organizational structure and facilitate the consolidation of critical emergency and citywide communications systems. In addition, the Emergency Communications Planning and Policy Director will oversee the operations and maintenance of radios, and 911 dispatch centers and create and administer a new governance committee.

## **ESSENTIAL FUNCTIONS**

- Develop and implement multi-year strategic plan for citywide consolidation of emergency communications, radio system, 911, dispatch, homeland security and citywide call center.
- Oversee the operation of citywide emergency and communications activities through the development, administration and implementation of policies, rules, standards of operation, budget plans, information technology, strategic planning and goal setting.
- Oversee policy and budget decisions for the City's emergency communications.
- Work closely with MPD, MFD, and DPW to advance strategic goals and objectives related to emergency and communications systems.
- Develop and administer City emergency communications governance committee.
- Ensure compliance of federal, state and local laws, codes and regulations.
- Research and monitor national trends in emergency communications.
- Continually evaluate the City's emergency communications systems and report to the Council and Mayor on the City's current and future needs.
- Establish and cultivate critical relationships with representatives of City departments and relevant external agencies to aid in advancing strategic plans.
- Prepare specifications for the purchase of communications equipment, evaluate bids from vendors and supervise contractors providing services related to design, installation and maintenance of emergency communications equipment.
- Research and apply for grants to support emergency communications.
- Serve as the City's liaison and primary contact for external agencies and intergovernmental committees in addressing inquiries and discussions related to the City's emergency communications systems, polices, and procedures.