

# **EMERGENCY MANAGEMENT & COMMUNICATIONS DIRECTOR**

Recruitment #1902-5395-001

<b>List Type</b>	Exempt
<b>Requesting Department</b>	FIRE AND POLICE COMMISSION
<b>Open Date</b>	2/5/2019 3:49:00 PM
<b>Filing Deadline</b>	3/19/2019 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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## **INTRODUCTION**

**As a member of the Mayor’s Cabinet, the Emergency Management and Communications Director(FPC) is appointed by and serves at the pleasure of the Mayor; the appointment of the Emergency Management and Communications Director-FPC requires confirmation by the Common Council.**

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

## **PURPOSE**

The Emergency Management and Communications Director serves as a liaison and primary point of contact for activities related to emergency management planning as well as providing oversight of the City's emergency communications systems including the City's 911 center and radio systems; directing all emergency preparedness initiatives within the City of Milwaukee as outlined in and required by Chapter 323 of the Wisconsin State Statues and Chapter 6 of the City of Milwaukee Charter Ordinances.

## **ESSENTIAL FUNCTIONS**

- Develop and implement a multi-year strategic plan for citywide consolidation of emergency communications, radio systems, 911, dispatch, homeland security and the 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 the 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 with 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 governmental committees in addressing inquiries and discussions related to the City's emergency communications systems, policies, and procedures.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in police science, criminal justice, or computer science or related field from an accredited college or university.
2. Five years of management experience working in emergency communications operations.
3. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and professional experience will be considered.*

**IMPORTANT NOTE:** *College transcripts are required and must be received by the application period closing date. Transcripts should be emailed to the Executive Director of Fire and Police Commission, La Keisha Butler at [labutle@milwaukee.gov](mailto:labutle@milwaukee.gov)- Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

## DESIRABLE QUALIFICATIONS

- Emergency communications or homeland security certifications desirable.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of police, fire and emergency protocols and trends.
- Knowledge of emergency communications systems such as Harris Corporation radio system, Sentinel CM by Cassidian-Airbus 911 system, xCAD by Archonix Securus for Fire, and TriTech Technologies.
- Knowledge of the operation of computer-aided dispatch communications equipment, including telephone and radio systems.
- Knowledge of customer service best practices.
- Ability to develop and manage an emergency and citywide communications systems governance structure.
- Ability to develop budgets and establish policies and procedures related to emergency communications and major incidents.
- Ability to actively listen and communicate verbally and in writing with diverse groups of people including co-workers, city managers, personnel from other city departments, vendors, contractors, customers, elected officials and representatives from other government agencies.
- Ability to verbally discuss information technology topics with both technical and non-technical personnel to support departmental functions and objectives.
- Ability to establish effective relationships with City managers and other government and elected officials.
- Ability to operate computer hardware and software to accurately enter information, respond to email, analyze data, create reports and maintain databases, specifically using Microsoft Office Suite software including Access, Excel, Outlook, and Word.
- Ability to oversee and guide a large-scale change management process, by translating abstract, high-level, strategic concepts into workable plans of action.
- Ability to exercise tact and diplomacy in resolving challenging situations.

## CURRENT SALARY

The current salary range (Pay Range 2NX) for City of Milwaukee residents is \$80,422-\$112,627 annually, and the non-resident salary range is \$78,468-109,864. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2019>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Fire and Police Commission reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision.

**APPLICATION PROCEDURE** – Interested individuals must submit a resume and a letter of interest by email to the Executive Director of the Fire and Police Commission, La Keisha Butler, at [lbutle@milwaukee.gov](mailto:lbutle@milwaukee.gov). Please indicate “*Emergency Management and Communications Director*” in the subject line. Questions may be directed to La Keisha Butler by email or by phone at 414.286.5050. The deadline for submission of application materials is **Tuesday, February 26, 2019**.

## CONCLUSION

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*