

## Recruitment Announcement

Surry County is taking applications for the position of **Communications IT Manager** for the Surry County Communications Center. This position will perform professional work in maintaining PC hardware, operation systems and software in the Communications Center. CAD (Computer Aided Dispatch) and RMS (Records Management System) are the two major software packages used in the Communications Center. This employee will be responsible for software upgrades, supporting the radio paging software, dial page software, mapping software, telephone equipment, recording equipment, and DCI interface. This employee will also be responsible for daily back-ups, assignment of passwords and logins as well as user rights to tables and folders, and coordination with the MIS Department for additions, changes, and deletions of users on the network. This person will also be responsible for recommendations of maintenance support contracts. Performs other duties as required. Works under the direct supervision of the Communications Director.

**JOB REQUIREMENTS:** Graduation from high school and considerable experience in communications and dispatching and some experience with electronics, data processing, computer technology, telephone equipment, radio communications or an equivalent combination of education and experience. Desired qualifications are: Associates degree in a related field, NENA, EMD, NC DCI, Disaster Management for 911 Centers, three years experience in 911 Communications, considerable knowledge of Federal Communications Commission rules and regulations, knowledge of geographical layout of the County, knowledge of a wide variety of communications equipment. Must possess excellent written and oral communication skills, including public speaking. The employee must have the ability to maintain effective working relationships with the public and other employees. The employee should have excellent computer skills and be able to prepare spreadsheets, reports, and power point presentations.

SALARY RANGE: Grade 70 (\$39,768 - \$66,744)

Applications will be taken at the Employment Security Commission, 541 West Pine Street, Mount Airy, NC (phone 336-786-4169) or Surry County Human Resources, 118 Hamby Rd., Dobson, NC (336-401-8221) until filled. A complete list of duties and physical requirements will be available for review. In-house applicants should contact Sandra Snow, Assistant County Manager (401-8221) or Stephanie Conner, Communications Director (401-8651).

**SURRY COUNTY IS A DRUG FREE WORKPLACE/EEO EMPLOYER.**

**Date Posted: July 24, 2018**

**Date Closed: Open until filled**