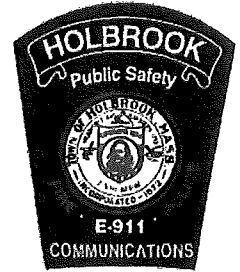


Holbrook Regional Emergency Communications Center

Director Stephan A. Hooke
300 South Franklin Street
Holbrook, MA 02343
Business: 781-767-6461
Fax: 781-767-6888



Job Posting

Town of Holbrook Regional Emergency Communications Center

Deputy Communications Director

TOWN CLERK

MAY 10 AM 11:21 '18

HOLBROOK

The Town of Holbrook has an immediate opening for a Emergency Communications Center Deputy Director Position. The Deputy Director, under the guidance and direction of the Director, will be responsible for maintaining a high level of service in the Holbrook Regional Emergency Communications Center (RECC) for E911 regional fire, police, and EMS regional dispatch center which will serve member communities in the region. This senior management position will provide guidance and oversight to the operation and staffing process. This position will assist the director who is responsible for the overall leadership and administration of the RECC, including supervising, strategic planning, budgeting, and public relations. The Deputy Director will be responsible for the day-to-day operations of the center, maintaining open lines of communication to the Director on a daily basis.

MINIMUM JOB REQUIREMENTS

In addition to minimum requirements for a telecommunicator and supervisor, typical job requirements would be:

One year of relevant managerial (Director, Deputy Director or Administrator) and supervisory experience and training, which provide the knowledge and skills necessary for this position.

Eight years progressively responsible communications dispatching experience in a PSAP

Applicable APCO and NENA certifications

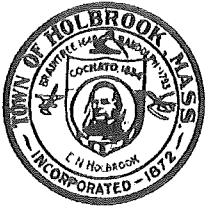
Knowledge of fire and police operations

Experience or other qualifications that demonstrate strong decision making skills, excellent interpersonal communications and conflict resolution skills.

APCO CCM certification or equivalent desirable

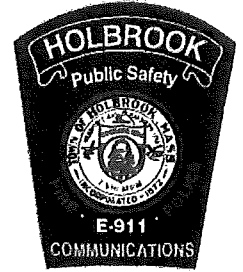
No disqualifying criminal history

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.



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The Deputy Director is expected to demonstrate technical competence while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. As part of a team, the position will also recommend rules, regulations, policies, and procedures for the day-to-day operations as well as work to establish long and short term goals and objectives. The Deputy Director will perform other related duties such as training and explaining services, policies, rules and regulations to subordinates.

Applications are available at:

Holbrook Regional Emergency Communications Center
300 South Franklin Street
Holbrook, Ma. 02343

Please include cover letter and resume

Applications will be accepted at the Communications Center in the Main Lobby of the Public Safety Building until
5 PM on May 22, 2018

If additional information is desired, please contact:

Stephen Hooke
Director of Communications
Holbrook Regional Emergency Communications Center
781-767-2234

The Town of Holbrook is an Equal Opportunity Employer.
Minorities and females are encouraged to apply.