

OPPORTUNITY TO SERVE AS A 9-1-1 COORDINATOR FOR CASSIA COUNTY, IDAHO

The Board of County Commissioners for Cassia County, Idaho is seeking persons interested in serving as a volunteer 9-1-1 Coordinator for the county. Interested applicants should be a Cassia County resident. The successful candidate will work on day to day 9-1-1 operations matters, consult with the 9-1-1 advisory committee on specific concerns, act as the liaison for radio/pager requests, and FCC licensing, and is responsible for equipment tracking, maintenance and upgrades.

The 9-1-1 Coordinator works under the specific supervision, guidance and direction of the 9-1-1 Advisory Committee and the general supervision of the Commissioners. This is an unpaid volunteer position, and there are no county benefits associated with this position.

The following is a minimal description of specific areas of accountability for a 9-1-1 Coordinator:

- Perform specialized research and analysis as required, including system analysis, work flow analysis, data analysis, evaluation of operational needs, and law.
- Liaison with vendor on radios and systems' maintenance.
- Contributes in ensuring County 9-1-1 system is in compliance with the applicable Idaho Emergency Communications Acts and subsequent statutes regarding the operation and administration of the countywide 9-1-1 system.
- Provides oversight and direction to activities which bring and maintain state of the art technology in support of the County 9-1-1 system.
- Aids in the maintenance of the County master street address database.
- Coordinates the maintenance of 9-1-1 system equipment.
- Identifies deficiencies in the operation of the county 9-1-1 system and recommends changes to the 9-1-1 Advisory Committee.
- Assists in identifying projected revenues and budget costs for maintenance, personnel and operations.
- Will involve possible interaction with individuals in a variety of settings, including sometimes in difficult and adversarial circumstances.
- Perform other related duties as required or assigned
- A more complete job description is attached.

Please submit a completed "Application for Cassia County Committees" indicating your interest in serving as a 9-1-1 Coordinator for Cassia County, Idaho. The application form is found on the Cassia County Website: <https://www.cassiacounty.org/> then, on the top ribbon of the opening page, click on "I Want to" then on the left side, under the "Apply for" menu, the last item is "Volunteer Positions" click on that, and the connection to the application form is found therein.

Submittal is to be made to the County Commissioners' Office, Cassia County Courthouse, Room #210, 1459 Overland Avenue, Burley, Idaho or by email to kerrym@cassiacounty.org .