



Communications Manager

Hiring Range: \$7,041 - \$9,154/Monthly + Benefits**About the Position:**

Yuba County is currently recruiting for the position of Communications Manager in the Sheriff's Department. Under general direction, manage, supervise, plan and organize the day-to-day operations of the Sheriff's 911 Communication Center and the Sheriff's Records Unit; oversee the training of dispatch and records staff; provides technical expertise;; ensure work quality and adherence to established policies and procedures; manage multiple databases; serve as liaison to other county departments, law enforcement agencies, state and federal agencies; and perform related work as assigned.

Ideal Candidate:

The successful candidate will possess strong management skills with the ability to lead a department that is collaborative, responsive and innovative. The incumbent must be self motivated, accountable and possess the ability to lead, teach and adapt in a fast-pace, multi-tasking environment, and effectively manage multiple communication projects simultaneously. The capability to stay calm and exercise good judgement while making sound decisions in a variety of conditions, including emergency or potential crisis situations is vital for successful job performance.

Required Qualifications:

Minimum: Equivalent to completion of an Associate's Degree from an accredited college or university with major coursework in criminal justice or a related field, and five years of communications experience in a law enforcement, fire, communications dispatch or related field, including two years of supervisory experience. Candidates with strong experience who lack the degree are encouraged to apply.

Preferred: In addition to the above minimum requirements, completion of management or supervisory coursework, progressively responsible experience in law enforcement records management, and additional years of supervisory or lead experience in a California safety communications agency.

Licenses & Certifications: The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment. Ability to possess a valid P.O.S.T. 120 hour Basic Complaint/ Dispatcher course certificate.

Special Requirements: Must successfully complete an extensive and thorough background investigation which will include psychological evaluation and Live Scan fingerprinting prior to hire. DMV printout prior to hire. Must file statements of economic interest with the Yuba County Clerk/Recorder. Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Working Conditions:

Work is performed in a fast paced, high volume call center environment which involves emergencies and potential stressful situations. Respond to emergency situations or for

training purposes during weekends, holidays and other off-hour shifts.

Example Of Duties:

- ♦ Manage and direct the work within the Sheriff's 911 Communication Center, which is a 24/7 operation involving multi-agency dispatching, and the Sheriff's Records Unit.
- ♦ Coordinate the installation, upgrading, maintenance, operation and staff training for all computer-aided dispatch (CAD) hardware and software, Records Management Systems (RMS) software and hardware; coordinate upgrades and maintenance issues involving the CAD, RMS and radio systems; assist with the management of technology systems related to CAD, RMS and communication systems.
- ♦ Train staff as to proper procedures for handling 911 emergency calls and non-emergency calls for service; explain proper methods for dispatching and referring law enforcement, fire and medical aid calls .
- ♦ Oversee the legal processing and dissemination of public records (i.e. incident reports, booking, 911 call data and recordings and criminal history records); retrieve and disseminate records information to department staff, outside law enforcement agencies and the public in accordance with applicable laws and regulations.
- ♦ Supervise, assign, plan, review and evaluate the work of public safety dispatchers and administrative staff responsible for the preparation, processing, maintenance and retrieval of law enforcement records; implement department policies, procedures and service standards in support of County and Sheriff Department initiatives; evaluate individual job performance; provide direction and coaching, through regular feedback sessions, create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.

About the Sheriff's Department:

The Yuba County Sheriff's Office is comprised of multiple functions within the Operations Division including Valley and Foothill Patrol, Investigations, Narcotics Task Force, Gang Enforcement, Marijuana Eradication Team, Coroner, Crime Prevention, Crisis Negotiation Team, SWAT, Canine Program, Field Training Officer, Aero Squadron, and Marine Enforcement. The department is committed to working in partnership with the community to identify and resolve public safety and quality of life issues, consistent with its core values. The Sheriff's Office provides a full range of services to an estimated population of about 70,000. The Sheriff's Department is located in the City of Marysville with a substation in Brownsville.

The County of Yuba is an Equal Opportunity Employer (EOE) and participates in the E-Verify program.

Work With Us!

County of Yuba Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7869

Final Filing Date:

Monday, August 22, 2022 @ 5:00 p.m.

For specific details, a complete benefit summary and to apply please visit:

<https://www.calopps.org/yuba-county>