

PERMIAN BASIN REGIONAL PLANNING COMMISSION

Job Notice

The Permian Basin Regional Planning Commission is accepting resumes
For the regular, full-time position described below:

9-1-1 Program Specialist

JOB OVERVIEW

Ability to work independently and creatively with minimal supervision; establish and maintain a working relationship with local and state officials, the private sector and the general public. Interpret and apply rules, regulations and guidelines as provided by State and Federal agencies and PBRPC.

DUTIES AND RESPONSIBILITIES

1. Responsible for upgrading and maintaining a current 9-1-1 database. Accuracy is a must.
2. Responsible for maintaining and updating the 9-1-1 Master Street Addressing Guide. (MSAG)
3. Responsible for 9-1-1 Net submissions and final approval.
4. Responsible for monitoring the 9-1-1 Public Safety Answering Points (PSAP)s and local county agencies participating in the 9-1-1 Plan and provides assistance to officials as needed to assure compliance.
5. Responsible for the development, purchase and dissemination of 9-1-1 public information and education materials.
6. Attends Commission on State Emergency Communication (CSEC) meetings and workshops as necessary to acquire technical knowledge related to all aspects of 9-1-1.
7. Works as liaison between PSAP's personnel, telephone companies and vendors.
8. Assists with development, coordination and maintenance of contracts and interlocal agreements with Counties, Cities, Contract Personnel and vendors, including but not limited to wireline, wireless and VOIP carriers regarding contracts, testing and problem resolution.
9. Coordinates/conducts training for PSAPs as needed.
10. Provides assistance to Counties, 9-1-1 Coordinators, Vendors and CSEC personnel as needed.
11. Maintain and update inventory of all 9-1-1 equipment and assets and report such as required by CSEC.
12. Submit Performance and Compliance Reporting to CSEC, as required.
13. Perform duties as deemed appropriate by the Director of 9-1-1 and/or Assistant 9-1-1 Director.

QUALIFICATIONS

Bachelor's degree from an accredited college or university or at least four years' experience in 9-1-1 or related field; specifically with supervisory skills in the Emergency Communications Center. Knowledge of general management principles; laws, rules, regulations and guidelines as related to 9-1-1; knowledge of budgeting procedures and operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proficient computer skills: 9-1-1 uses Apple product such as IMAC.

Typing skills of at least 55 wpm; Good organizational skills; General bookkeeping skills; High level of accuracy; Proficiency in oral and written communication; Ability to coordinate and perform a variety of high quality organizational and administrative functions with the minimal supervision.

CERTIFICATES AND LICENSES REQUIRED

Basic Telecommunicator Certificate

Appropriate Texas driver's license and proof of automobile liability insurance.

CLOSING DATE: Friday, December 8, 2017, 5:00 PM

Please submit resume to:

**Personnel Department
Permian Basin Regional Planning Commission
P.O. Box 60660
Midland, Texas 79711-0660
Email: ckeith@pbrpc.org
Fax: 432/561-5671
EEO/ADA**