

## EMPLOYMENT OPPORTUNITY

**POSITION:** Communications Center Manager

**DEPARTMENT:** Security

### MINIMUM REQUIREMENTS:

Bachelors degree in Administration and six (6) years Communications experience in police and/or fire dispatching, preferably four (4) years in a supervisory position, or an equivalent combination of education, training and experience. Knowledge of Public Safety Answering Point (PSAP) regulations, numerous computer software programs and numerous safety and security systems required. Must have excellent organizational oral and written communication skills. Certified Training Officer Certification, Florida Criminal Information Computer/National Criminal Information Computer (FCIC/NCIC) Certification and Emergency Medical dispatch Quality Assurance (EMDQ) Certification desired. Emergency Medical Dispatch (EMD) Certification required within 6 months of hire. Valid Florida driver license required.

Manages the operation of the Communication Control Center and employees. Establishes and implements policy and procedures for Communications personnel. Develops and implements training programs for all Communications employees. Develops and oversees the Communication annual operating budget and authorizes expenditures. Manages the Airport Announcement and Emergency Evacuation System. Voting member of county wide Emergency Management Committees and Legal Custodian of Logging Recorder tapes. Performs other duties as assigned.

**DATE POSTED:** Friday, September 4, 2009

**\*\*APPLICATIONS SHOULD BE RECEIVED NO LATER THAN 5:00 P.M.\*\***

**DEADLINE FOR FILING: Open Until Filled**



**Greater Orlando Aviation Authority**  
Orlando International Airport  
5855 Cargo Road  
Orlando, Florida 32827-4399

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