

CONSOLIDATED DISPATCH AGENCY

INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR

THE COMMUNITY

Tallahassee is a rapidly growing area known throughout the Florida Panhandle as a center for trade and agriculture and a hub for state government. The city hosts many festivals including Downtown Get Downs, First Friday, Greek Food Festival, Red Hills Horse Trials, Opening Nights, Sundown Summer Series, Southern Shakespeare Festival, Springtime Tallahassee, Tallahassee Film Festival, Tallahassee Marathon and Half Marathon, Tallahassee Wine and Food Festival and Winter Festival. It also has many eclectic areas of interest including historic downtown Tallahassee and Railroad Square. The city has an energetic atmosphere as the State capital and with its local universities and colleges, which provide many cultural and sporting event opportunities.

Leon County has the most highly educated population in Florida with 45.2% of its residents having either a Bachelor's, Master's, professional or Doctorate degree. The national average is 22.4%. Higher educational opportunities are available through many esteemed local and regional colleges and universities, including the Florida State University, Florida Agricultural and Mechanical University, Tallahassee Community College, and branches of Saint Leo University, Thomas University, Keiser University, Barry University, Flagler College and Embry-Riddle Aeronautical University. The County has an exceptional public school system, and the region offers options for excellent primary and secondary education.

Tallahassee has many national law firms, lobbying organizations, trade associations and professional associations including the Florida Bar and the Florida Chamber of Commerce. The city is also home to the National High Magnetic Field Laboratory, the largest and highest power magnetic research laboratory in the world. Major employers in the area include the State of Florida, the Florida State University, Leon County Schools, Tallahassee Memorial HealthCare, City of Tallahassee, Publix Supermarkets, Tallahassee Community College, Florida Agricultural and Mechanical University, Leon County, and Capital Regional Medical Center. The



2016 racial demographics of the city are 56.7% White; 31.6% Black; 6.4% Hispanic; 3.6% Asian; and 1.7% Other, with a median household income of more than \$46,000.

Tallahassee offers quaint local dining, theaters, nightlife, shopping venues, museums, and an abundance of recreational activities. With an average of 233 days of sunshine each year, Tallahassee has long summers and short mild winters, ideal for the outdoor enthusiast. The region has many natural wildlife habitats to enjoy, as well as fresh water springs, beaches within a one-hour drive, and nearby hunting and fishing. The warm climate, ethnic diversity, natural beauty, stable economy, variety of housing choices, excellent schools, and advanced transportation system afford residents an exceptional quality of life.

THE ORGANIZATION

The Consolidated Dispatch Agency (CDA) was formed to combine the communication functions of the Fire, Law Enforcement, and Emergency Medical Services for the City of Tallahassee, Leon County and the Leon County Sheriff's Office. Previously, the dispatching of law enforcement and emergency personnel was done by two entities: Leon County Sheriff's Office and City of Tallahassee Police Department. The Sheriff's Office dispatched Sheriff's deputies and Emergency Medical Services (EMS) personnel operated by Leon County. The City of Tallahassee Police Department dispatched police officers and fire services personnel of the Tallahassee Fire Department and local volunteer fire departments. The Consolidated Dispatch Agency was developed to provide a single point of contact for 9-1-1 answering and dispatch services.

In 2006, the Leon County Board of County Commissioners (BOCC), the City of Tallahassee Commission, and the Leon County Sheriff agreed to consolidate the dispatching of law enforcement and emergency personnel. The Consolidated Dispatch Agency Board consists of three members: County

Administrator, City Manager, and County Sheriff. The CDA Board is responsible for overseeing and addressing other various public safety communication concerns in order to streamline and improve services. The goal of the Board continues to be the improvement of services to the public by efficiently handling both emergency and non-emergency calls and effectively utilizing resources. In addition, the CDA has a Management Committee which reports to the Board and provides general oversight of the CDA operations. The Management Committee consists of four members: Chief of the Tallahassee Police Department; Chief of the Tallahassee Fire Department; Chief of Staff of the Leon County Sheriff's Department; and Chief of the Leon County Emergency Medical Services.

In July 2013, a state-of-the art Public Safety Complex was opened, a joint effort of the City of Tallahassee and Leon County. The 100,000 square foot, \$47.5 million multi-purpose facility is the home for public safety agencies and operations including the CDA, Leon County Emergency Medical Services (EMS), Tallahassee Fire Department, the City of Tallahassee Regional Transportation Management Center, and the Leon County Emergency Operations Center.

The CDA has 100 administrative and operational personnel and provides services for 16 Fire/EMS stations and two law enforcement agencies. The CDA currently processes about 423,763 calls combined annually (159,519 9-1-1; 264,244 non-emergency).

In July 2018, the CDA became a CALEA (Commission on Law Enforcement Accreditation) accredited agency.

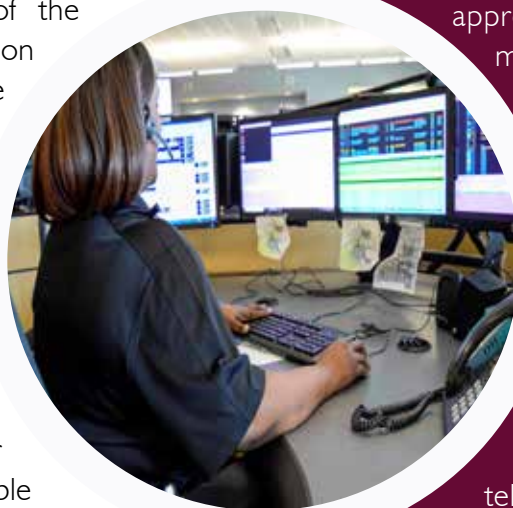
THE POSITION

The Director of the Consolidated Dispatch Agency is a highly responsible, administrative and professional position which provides leadership and direction of the operations and resources dedicated to the combined fire, law enforcement, and medical emergency communications functions of the City of Tallahassee, Leon County, and Leon County Sheriff's Office. Reporting to the Consolidated Dispatch Agency Board and the Management Committee, the incumbent is responsible for the effective and efficient management of the Consolidated Dispatch Agency, developing and implementing work and operational policies, managing the dedicated budget and serving as liaison between the Board and the member agencies. Work is performed with considerable independence and latitude and is reviewed

through conferences, reports, and by results attained.

Duties and responsibilities include working closely with the Board and its committees; keeping Board members informed on issues that affect programs; making sound recommendations; providing overall financial management and direction for funding consistent with Board policies and directives; maintaining strong relationships with stakeholders and a variety of agencies; preparing budgets and annual reports; ensuring financial accountability and sustainability; overseeing the resources allocation processes and procedures; securing additional funding resources and community support; directing and evaluating staff; and managing the acquisition and maintenance of information technology systems as needed.

Other duties include working with the County Administrator, City Manager, Sheriff and elected officials to meet the many demands and responsibilities confronting the CDA and its services; assisting in prioritizing policy development, projects, and opportunities; managing multiple projects and priorities simultaneously; developing and implementing short and long-term goals; maintaining appropriate contact with the media and public on the use of public safety communications systems; serving on the various management teams attending meetings and conferences; establishing and maintaining data management system(s) coordinated with law enforcement, fire, emergency medical services, participating telecommunications companies, and system suppliers; and completing



special projects as needed. The Director is an advocate with local agencies, associations, institutions, media, local/state/federal government and allied organizations. Challenges for the Director include establishing policies and procedures for the newly formed agency; working collaboratively with multiple agencies; and facilitating the transition to a unified environment including consolidating staff, resources, and cultures. Ensuring the agency remains technologically advanced and provides high quality emergency service to residents is of primary importance.

Requirements include a Bachelor's degree from an accredited college or university and five years of professional work experience that includes emergency or public safety communications for law enforcement, fire and emergency medical services agencies, emergency management, emergency response management, or a closely related field; or an equivalent combination of training and experience. Three years of the required experience must have been in a managerial capacity.

The position requires on-call status in the event of an emergency or disaster within Leon County and may require work or travel outside of regular office hours.

COMPENSATION

The salary range is open, dependent upon qualifications. The starting salary will be based upon the knowledge and experience of the individual selected. The CDA offers an attractive benefits package. The CDA does not participate in the Florida Retirement System (FRS), but has a defined benefit pension plan with five (5) year vesting. The State of Florida does not have a state income tax package.



TO APPLY

If interested in this outstanding opportunity, please visit our website at www.srnsearch.com and apply online. Position is open until filled.

Résumés will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S.

Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the CDA Board. Candidates will be advised of the status of the recruitment following the selection of the Director.

Questions regarding recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

The CDA is an Equal Opportunity and Veteran's Preference Employer. Pursuant to Florida's broad Public Records/Sunshine Law, applications and résumés are subject to public disclosure.



2910 Kerry Forest Pkwy D4-242, Tallahassee, FL 32309
P 850.391.0000 | F 850.391.0002
1102 S. Austin Ave 110-296, Georgetown, TX 78626
P 512.843.5439 | F 850.391.0002
www.srnsearch.com | info@srnsearch.com