

Washington County

E-911 – Emergency Communications

Operations Manager

Supervise, assign, review, and participate in the work of team members responsible for processing emergency, non-emergency, and administrative calls for service.

Responsibilities/duties include but not limited to:

- Supervise operations of dispatch center and prepare shift schedules.
- Assist with calls and incidents or work shifts when needed.
- Ensure compliance with department policies and procedures.
- Ensure accuracy of all logs, records, messages, and results.
- Conduct performance and disciplinary counseling sessions as necessary providing coaching and feedback
- Assist with the induction and training process of dispatchers.
- Evaluate previous month's calls
- Must keep open lines of communication with Director at all times.

**APPLICATIONS ARE AVAILABLE AT AND
RETURNABLE TO**

Human Resources Office

Washington County Annex Building

105 West Main St, Suite 101, Brenham, Texas

Email: hr@wacounty.com www.co.washington.tx.us

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