

## **Job Title: ETSB Administrator**

Location: Macoupin County, Illinois

Position Type: Full-Time Contract

Reports To: Macoupin County ETSB Board of Directors

### **Position Overview:**

Macoupin County is seeking a highly qualified and experienced ETSB Administrator to oversee the county's 911 emergency communications systems. This full-time contract position is responsible for managing the policies, infrastructure, and inter-agency coordination necessary to ensure a robust and effective emergency response system.

### **Key Responsibilities:**

- **Policy & Procedure Management:** Develop, implement, and maintain standardized policies and procedures for emergency dispatch and record-keeping across the county.
- **Infrastructure Planning:** Design and maintain a resilient and future-ready 911 infrastructure, including redundancy planning and technology upgrades.
- **Interagency Coordination:** Serve as the primary liaison with police, fire, and EMS agencies to coordinate emergency response protocols and ensure consistent data tracking.
- **Vendor Management:** Collaborate with current and future vendors involved in dispatch, communications, reporting, and emergency response systems.
- **Data & Reporting:** Provide regular and on-demand statistical and budgetary reports to the ETSB Board of Directors.
- **Compliance & Standards:** Ensure all systems and procedures comply with state and federal regulations and industry best practices.

### **Qualifications:**

- **Experience:** Extensive background in emergency response, public safety communications, or dispatch operations is required.
- **Communication Skills:** Exceptional verbal and written communication skills are essential for interagency coordination and reporting.
- **Technical Knowledge:** Strong understanding of hardware, software, and radio communications systems is strongly preferred.
- **Leadership:** Demonstrated ability to lead cross-functional teams and manage complex projects involving multiple stakeholders.
- **Administrator must reside full time in Macoupin County.**

### **Preferred Qualifications:**

- Experience working with or for an Emergency Telephone System Board (ETSB)
- Familiarity with NG911 systems and GIS integration
- Budget management and grant writing experience

### **Compensation:**

A competitive salary and benefits package, including retirement, will be provided to the selected candidate.