Association of Central Oklahoma Governments

JOB OPPORTUNITY

DESCRIPTION:

JOB TITLE: Rural Fire & 9-1-1 Programs Coordinator
DEPARTMENT: 9-1-1 & Public Safety
SUPERVISOR: 9-1-1 & Public Safety Director
DATE: JULY 2022
FLSA STATUS: Non-exempt

EMPLOYER INFORMATION:
The Association of Central Oklahoma Governments (ACOG) is the regional planning agency and the designated metropolitan planning organization (MPO) serving the four-county Central Oklahoma region (Oklahoma, Cleveland, Canadian, and Logan Counties). ACOG, located in Oklahoma City, performs work related to enhanced 9-1-1 services, community & economic development, water resources, air quality, transportation planning, and other issues of regional significance. For more information about ACOG and the variety of services and programs provided, please access our website at www.acogok.org.

JOB SUMMARY:
In 1988, the Association of Central Governments (ACOG), in partnership with local and state officials, created 9-1-1 ACOG to efficiently provide emergency communication procedures and facilities for Central Oklahoma. 9-1-1 ACOG provides administrative, technical, and educational services to nearly 50 communities in Central Oklahoma.

The Rural Fire and 9-1-1 Programs Coordinator will provide advice and technical assistance to the Rural Fire Departments (RFDs) in the ACOG region (ACOG Rural Fire District), on a daily basis concerning training, standard operating guidelines, equipment acquisition, and building needs. The Coordinator is also responsible for managing support responsibilities of 9-1-1 ACOG, which includes overseeing multiple contract obligations for the Network and 9-1-1 Service Providers and the 9-1-1 equipment located at the 21 Emergency Communication Centers (ECCs) within the 9-1-1 ACOG service area.

This position is funded from the Rural Fire Defense Program of the Oklahoma Department of Agriculture’s Forestry Services Division and from 9-1-1 ACOG. The Coordinator position will be under the direct supervision of the 9-1-1 & Public Safety Director.

ESSENTIAL JOB FUNCTIONS:
RURAL FIRE DEFENSE PROGRAM RESPONSIBILITIES

• Provide technical assistance to ACOG area RFDs in the development of their equipment, communications system, and training programs
• Attends meetings with Oklahoma Department of Agriculture, Food, and Forestry Department staff and other Rural Fire Coordinators to develop and maintaining a comprehensive Rural Fire Defense Program in
the State of Oklahoma
• Manages the Federal Excess Property Program (FEPP) and the Federal Firefighter Program (FPP) within the ACOG region according to standards set forth by the state and federal government
• Administer state and federal grant programs to assist RFDs within established guidelines and procedures to obtain financial assistance to improve their fire protection capabilities
• Serves as a primary source of information to RFDs on programs and services offered by other fire organizations within the State of Oklahoma, agencies of the federal government, and private industry, including promoting compliance and participation in the programs of the Office of the State Fire Marshal, Oklahoma State University Fire Service Training, Career Techs, the Oklahoma State Firefighters Association, and the Council on Firefighter Training
• Coordinates efforts of the RFDs with the OK Forestry Division to manage fire suppression efforts throughout the State during periods of emergency or declared disaster
• Works with RFDs and communities within ACOG region and the insurance industry to lower homeowner insurance rates
• Provide certification of RFDs in the ACOG Rural Fire District in compliance with Title 19 SS 901.56 (C)
• Conducts a physical inventory of Federal Excess Property as directed by the OK Forestry Department
• Attends County Firefighter Association meetings in the ACOG Rural Fire District to promote mutual cooperation between the fire departments and develop positive working relationships between the Rural Fire Coordinator and RFDs
• Develops working relationships with the news media and local, state and federal officials to promote the Rural Fire Defense Program

9-1-1 ACOG RESPONSIBILITIES
• Facilitate the implementation and on-going operation of NG9-1-1
  - Manage consultant service contracts
  - Coordinate contractual vendor activities
  - Monitor vendor contractual service level agreements for compliance
  - Maintain and provide updates on 9-1-1 budget revenues and expenditures
• Oversee annual mandatory ECC registration for submission to State 9-1-1 Coordinator
• Maintain relationship with State 9-1-1 Coordinator and participate in state level working groups, as required
• Collect and organize mandatory ECC boundary map & certification letters
• Execute annual national ECC registry verification
• Annual CLEC/ILEC 9-1-1 Wireline Remittance Fee Notification
• Distribute 9-1-1 Wireline Service Fee Resolutions to City/Town/County Officials

ADDITIONAL RESPONSIBILITIES:
• Cultivate and maintain beneficial working relationship with ECCs
• Provide liaison support and communications between ECCs and vendors during service interruptions and/or vendor outages
• Manage as-built documentation (circuit inventory, disaster recovery plan, ECC service level matrix)
• Coordinate, oversee and draft technical reports, Requests for Proposals, Requests of Qualifications, or other documents associated with procurement project assignments
• Monitor compliance of projects and report findings to the 9-1-1 & Public Safety Director on deficiencies/ internal control topics with recommendations for actions to increase proficiency
• Participate in working groups and committees that develop policy and programs to support
NG9-1-1 implementation

- Track progress of projects and provide updates to the 9-1-1 ACOG Board
- Perform other duties and projects as required by management

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- An Associate degree in Fire Protection and/or in a Public Safety related field and a minimum of three-years' of professional experience, including two years of working with Fire Departments or a related fire service agency or organization, plus one-years' experience in Public Safety is required.
- A Bachelor’s degree in Public Safety Administration and/or Fire Protection and Safety Engineering Technology may substitute for one year of required experience.
- Working knowledge of program management and 9-1-1 administration and of 9-1-1 Systems and Networks is preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills
- Good interpersonal and customer service skills, with ability to establish collaboration with a wide range of people
- Effective contract management skills
- Prioritize, manage, and complete multiple work assignments in a dynamic environment
- Strong organizational, budgeting and time management skills
- Grant research and writing a plus
- Detailed oriented, good organization skills, and ability to prioritize workload assignments
- Demonstrate dependability through good attendance and adherence to timelines and schedules
- Ability to take initiative, accept new techniques and procedures quickly, and integrate with daily job
- Proficient in the use of computers and related equipment, hardware and software, including but not limited to Microsoft suite (Outlook, Excel, Word, PowerPoint, etc.)

PHYSICAL REQUIREMENTS:

This work requires the following physical activities:

- Sitting; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking, hearing, and visual acuity
- Frequent lifting (up to 10 pounds of paper supplies or minor office equipment)
- Travel to RFDs and ECC locations and other sites as needed (mileage reimbursement)

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional travel to RFDs and ECCs as needed
- Normal office environment
COMPENSATION:
The hiring range for this position will be $61,000 - $67,000 annually. ACOG offers a competitive benefits package which includes paid vacation and sick leave, health, dental, vision, life insurance and retirement; health reimbursement arrangement, flexible spending account for medical and child/dependent care expense; and flexible work schedules.

HOW TO APPLY:
1. Download the ACOG employment application at:

2. Send completed application package (cover letter, completed application form and resume) to:
   Brent Hawkinson
   9-1-1 & Public Safety Director
   Association of Central Oklahoma Governments
   4205 N. Lincoln Blvd.
   Oklahoma City, OK 73105

   Or by email to ssapp@acogok.org with the subject: Rural Fire & 9-1-1 Programs Coordinator

Incomplete application packages will not be considered. Position is open until filled; first review of applications begins August 9, 2022.

All employment offers will be within the stated hiring range.

ACOG reserves the right to hire at an appropriate level. ACOG is an Equal Opportunity Employer (EOE).