

requirements. For accommodations, dial 711 or TTY: 800-346-4128.

DESCRIPTION**BENEFITS****QUESTIONS****Job Description****Executive Director, Utah Communications Authority (UCA)**

The Executive Director, Utah Communications Authority (UCA) reports directly to the UCA Chair and serves at the pleasure of the board of directors. The director plans, manages and coordinates all activities of the UCA, implementing and providing radio communications and related RF services to all member agencies throughout the State of Utah. The director makes policy and procedure recommendations to the UCA Board as well as recommendations regarding changes in statutes affecting the UCA, and based on the adopted policies and procedures makes strategic and operational decisions for the UCA.

Examples of Duties:

- Reviews and evaluates organizational effectiveness, goal determination, and strategic planning, etc., and makes recommendations for improvement.
- Develops and coordinates plans and policies, resources, and mission; as well as goals, vision, and expectations of agency or program; prepares and updates plans and priorities.
- Recommends, advocates and/or implements, new and or changes to existing policies and procedures, laws or regulations.
- Coordinates and/or acts as a liaison between UCA, stakeholders and other agencies.
- Serves on various boards, councils, committees, or task forces to coordinate activities to facilitate UCA goals and initiatives.
- Reviews existing and pending legislation to determine impact on UCA operations and stakeholders.
- Supervises subordinate personnel including hiring, performance management and initiating corrective and/or disciplinary actions.
- Prepares and recommends annual budget and monitors fiscal activity to assure conformity of goals and budget constraints, in accordance with agency policies, by-laws, and state law.
- Enforces contracts, leases and agreements.
- Continually advises the UCA Board of financial and general conditions of the organization.

- Directs and coordinates installation and maintenance of the UCA communications network with stakeholders, contractors and other agencies.
- Implements a financial business plan for accounts payable, receivable, purchasing, receiving, equipment and parts inventory.
- Directs compliance with federal and state regulations, and with agency policies and procedures; and, recommends to the UCA Board any necessary or desirable changes to statute that effect the UCA.

The Ideal Candidate will possess:

- Exceptional interpersonal skills, including:
 - Oral communication skills, including public speaking, meeting facilitation, and working with internal and external customers
 - Written communication skills, including attorney outreach and public outreach materials, administrative rules, website content, media materials
 - Ability to coordinate and interact effectively with judges, court administrators and personnel, legislators, and staff
 - Motivating, developing, and directing people as they work, identifying the best people for the job
 - Ability to interact effectively with the media and serve as JPEC's public information officer
- Adept leadership skills, including:
 - Ability to promote and implement a mission-centered vision to a diverse audience
 - Ability to work collaboratively and productively with a wide variety of people and personalities
 - Ability to supervise staff by assigning/directing work and conducting internal performance evaluations
 - Ability to motivate people, create community, and encourage teamwork
- Strong data skills, including:
 - Ability to manage data sets, including system design
 - Understanding of data analysis techniques and standards
 - Understanding and analyzing data patterns
- Ability to multitask and keep multiple projects moving ahead simultaneously
- Ability to critically and creatively evaluate operations and make improvements and decisions as necessary
- Ability to problem solve
- Understanding principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Ability to manage confidential information with fidelity
- Identify complex problems and reviewing related information to develop and evaluate options and implement solutions
- Understanding of budget management. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Understanding of the legislative process, laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process

Preference maybe given to candidates who:

- Current employees of Utah Communications Authority (UCA)

Supplemental Information:

- Some remote working opportunities available within this position

Benefits:

The State of Utah offers a total compensation package that consists of much more than your paycheck. Some of the generous benefits that the State of Utah provides are: 3 medical plans, 3 dental plans, 4 vision plans, 401K match, 104 hours of annual leave, 104 hours of sick leave, 11 paid holidays, free counseling & wellness benefits and much more. Competitive benefits that begin on DAY ONE OF EMPLOYMENT! <https://dhrm.utah.gov/why-utah/benefits/> (<https://dhrm.utah.gov/why-utah/benefits/>).

About Our Agency:

Utah Communications Authority's (UCA) mission is to support Utah's public safety answering points ("PSAPs") in their efforts to provide the highest quality and most cost-effective emergency 911 call delivery and dispatch systems to the citizens of Utah, its emergency responders, and visitors to our State. In fulfilling this mission, UCA's 911 Division is in the process of providing a statewide, Next Generation 911 ("NG911") emergency services network ("ESInet"), core services ("NGCS"), and call-handling equipment for all public safety answering points ("PSAPs") in Utah. UCA's P25 Division, works to establish a statewide Project 25 compliant radio system for Public Safety agencies. Through mixed technology VHF and 800MHZ Motorola Smartnet/Smartzone trunked radio systems provide the 84,899 sq miles of vast landscape reliable interoperable mission critical communications.

Agency

State of Utah

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ttps://www.governmentjobs.com/careers/utah)