

DEPUTY DIRECTOR OF OPERATIONS

The Dane County Medical Examiners Office is currently recruiting for a full time Deputy Director of Operations.

EXAM: Please upload a resume and cover letter for grading of education and experience.

This position receives general supervision and direction from the Director of Operations, and works closely with the Director of Operations, the Chief Medical Examiner, and the Deputy Chief Medical Examiner to provide Administrative guidance and support to all staff of the Medical Examiner's Office and partner County offices. The Deputy Director of Operations assists in coordinating administrative and operational responsibilities of the Office. The Deputy Director of Operations must understand the operations of the Medical Examiner's Office and be prepared to act as the Director of Operations in the absence of the Director of Operations. The Deputy Director of Operations must understand the inner workings of County Government and its political system.

The Deputy Director of Operations keeps the Office alert to issues affecting the Office from both inside and outside the respective organizations. The Deputy Director of Operations will interact, and facilitate departmental interactions with Federal, County, State, and Local agencies, as well as funeral directors, and private sector organizations.

The Deputy Director of Operations must have the ability to oversee and offer support to the Medical Examiner Investigators, Morgue staff, Administrative Support Staff, Dane Fatality Incident Response Support Team (D-FIRST), and assist with the oversight of the Autopsy Referral Service. The Deputy Director of Operations must have the ability to work with partner Counties that are overseen by the Dane County Medical Examiner's Office. The Deputy Director of Operations will assist in management of assets of the Medical Examiner's Office(s) including the assets of the D-FIRST Team. The Deputy Director of Operations will promote teamwork within all areas of the department and foster a safe working environment.

The Deputy Director of Operations helps to assure centralized administration functions are being delivered effectively and in accordance with the Medical Examiner's overall organization philosophy.

Assists with providing oversight to the Medical Examiner Investigative Staff and Lead Investigator Staff, in Dane and ALL Partner Counties. This task is necessary to ensure effective personnel performance.

Assist the Director of Operations in Budget Planning and Asset Control for Dane and All Partner Counties. This task is necessary to ensure effective and responsible use of resources. This task also ensures the management of departmental assets.

Coordinate Medical Examiner's Office interaction with outside agencies and the public.

Supervision, Personnel Administration relating to hiring, promotions, discipline, discharge and training in Dane and All Partner Medical Examiner Offices

Coordinate and interact with State, County and Local agencies

Availability for travel and the ability to work nights on short notice is required

Combination of Educations and Experience: Any combination of training and experience equivalent to an associate degree in police science or management, medical technology or related field, significant

death investigation experience is required; ABMDI certification is desirable; a minimum of three (3) years of supervisory experience, experience in budget preparation and management, OR significant investigatory experience, and proven skills in dealing with management level situations.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of Chapter 979 of the Wisconsin State statutes concerning the investigation of death; considerable knowledge of causes and manners of death and their manifestation with regard to the body, scene and history; considerable knowledge of investigative techniques, principles, and practices used in the research of cause and manner of death; considerable knowledge of the morphological aspects of the causes of death with special attention to autopsy; working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma; knowledge of effective personnel practices and techniques; knowledge of the budget process; possess effective oral and written communication skills; ability to communicate with survivors of the decedent; ability to establish and maintain effective working relationships with other public agencies and the general public; ability to interpret a death scene, identify items of evidence and assess the condition of the body; ability to take proper photographs of scene, body and evidence for documentation; ability to physically remove a body from the scene of death and supervise the transport of the body to the morgue insuring the preservation of any trace evidence; ability to secure facts through investigation and inspections and to analyze and interpret these facts effectively; ability to prepare and present accurate, objective, and thorough reports; ability to respond to calls in a timely manner. Knowledge of modern principles, methods and practices related to leadership and public administration; skill in communicating effectively, both orally and in writing; skill in establishing and maintaining effective working relationships with other employees, ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate staff.

PHYSICAL DEMANDS: Ability to see and hear within normal ranges with or without adaptive devices; ability to lift, bend, and stoop; ability to use hand, arm, and wrist motion; and ability to pull, push, stand and sit.

SPECIAL REQUIREMENTS: The Deputy Director of Operations will have significant on-call responsibilities in a supportive role to MLI staff and physician staff. (Must carry a cell phone)

Dane County may complete a criminal background check on applicants who progress to a certain stage in the application process. Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history.

Starting annual salary of \$74,797 with further increases to \$96,637, plus excellent benefits including fully paid health and dental insurance for full time employees, along with contributions towards retirement, and short/long term disability. Additional benefits available include long term care, vision coverage, flex spending account and deferred compensation programs paid in full by the employee.

TO APPLY FOR THIS POSITION FOLLOW THE NEXT STEPS:

1.COMplete each section of your candidate profile on home page. ONLY YOUR PROFILE AND RESUME WILL BE USED TO SCREEN FOR MINIMUMS.

2. CLICK ONCE ON "CLICK TO CONTINUE APPLICATION PROCESS" BELOW THESE INSTRUCTIONS.

3. DOWNLOAD ANY REQUIRED ADDITIONAL DOCUMENTS FROM JOBS.COUNTYOFDANE.COM. COMPLETE THE DOCUMENTS AND SAVE CHANGES ON YOUR COMPUTER. FINALLY GO TO THE ADDITIONAL DOCUMENTS SECTION ON YOUR CANDIDATE PROFILE HOME PAGE AND UPLOAD THE COMPLETED DOCUMENTS.

4. COMPLETE ADDITIONAL REQUIRED ASSESSMENTS LISTED UNDER THE "ASSESSMENTS" ON YOUR MAIN CANDIDATE PROFILE HOME PAGE.

5. UNDER THE APPLICATION TAB, CHECK TO MAKE SURE YOUR APPLICATION IS THERE FOR THIS POSTING.

Deadline to apply is Friday, January 25, 2016

The Dane County website for employment is: "jobs.countyofdane.com"

Dane County is an Affirmative Action Employer operating under a Civil Service Merit System.