



LEWIS COUNTY

911 Public Safety Administrator

LEWIS COUNTY is seeking to hire a highly qualified individual for the position of Lewis County 911 Public Safety Administrator . This is a rare career opportunity for the right person to utilize their past experience to form new partnerships and deliver high quality, effective services to the Lewis County citizens.

Selected candidates will demonstrate abilities to foster collaboration, facilitate partnerships, and work in a trustworthy, respectful, and responsible manner.

To learn more about Lewis County, please visit:
www.discoverlewiscounty.com

Compensation \$71,400-\$96,036

To Apply

Application materials, full position description including required application are available at:

www.lewiscountywa.gov/jobs

For more information, please contact the **Lewis County Human Resources Dept.**
at 360 740-1408
or visit Human Resources at:
351 NW North, Chehalis, WA 98532

Position open until filled. Applications will be evaluated as they are submitted.

The Ideal Candidate

The ideal candidate will possess strong experience and qualifications in several core areas including the following:

- Work experience with an executive or administrative board
- Policy management
- Strategic planning
- Leadership
- Labor-management relations
- Personnel Management
- Inter-agency coordination
- Financial management
- Program management
- Knowledge of 911 communications equipment, CAD dispatching and related technology
- Community relations



The Position

PSAP & Radio Communications

The Lewis County Communications Division consists of two operations: a Public Safety Answering Point (PSAP) which processes 9-1-1 and non-emergency calls for dispatching response agencies throughout the county (LC Communications Center) and a Radio Services Division, including a vast communications infrastructure network. The Administrator oversees both operations.

24-Hour Emergency Services

As this a 24-hour 7 days/week operation, the position must maintain the ability to timely respond to critical emergency situations involving or affecting the organization and/or services it provides.

Service & Staff

There are approximately 67,000 dispatch service calls per year for 10 law enforcement and 19 fire service/EMS agencies. There are 20 Telecommunication Officers and 5 other technical/administrative positions which the Administrator is responsible to lead, manage and supervise.

Committees

The Administrator works with a variety of first response committees which include 32-member User Group (through an Interlocal Agreement for services) and oversees budget of approximately \$3 million.

Location

Located midway between Portland and Seattle, the County is 2,408 square miles in size with an estimated population of 78,400 citizens. The Communications Center is located in Chehalis, the County's second largest city.



Candidate Attributes

Candidate must have knowledge, ability and experience in:

- Operating 911 communications equipment, CAD dispatching, Mobile Data Terminals (MDT), and related technology
- Establishing and maintaining effective working relationships with employees, officials, agencies, and the public
- Thinking clearly and acting quickly, calmly, and decisively in emergency situations
- Interpreting and applying laws, rules, regulations and policies
- Understanding and applying laws, rules, regulations and policies
- Leading, managing, directing and supervising personnel on a daily basis
- Effective written and oral communication skills
- Preparing and administering budgets and grants
- Working relations in labor management
- Planning and implementing strategic continuity of operations plans

Education/Experience

Bachelor's degree in Business Management, Public Administration, Criminal Justice, or related field, plus a minimum of three (3) years in Public Safety Dispatching or Emergency Services; *or* any equivalent combination of six (6) years of experience and training which provides the required knowledge, skills, and abilities to perform the essential functions.

Valid driver's license. Successful completion of a pre-employment criminal history background investigation. Psychological examination if requested.

Employment Benefits

- **Medical/Dental/Vision** through Public Employees Benefits Board (PEBB)
- **Washington State Retirement System** (DRS) PERS Plan
- **Life Insurance** - \$35,000 paid (additional available)
- **Long Term Disability**
- **Deferred Compensation Plan**
- **Paid Annual Leave**
- **Paid Holidays & Personal Day**
- **Paid Sick Leave**

Preferred Certifications

- NENA Center Manager Certification Program
- NENA ENP 911 Certification
- APCO Certified Public Safety Executive Program
- APCO Registered Public Safety Leader

Mission Statement

Make a positive difference by seeking and finding ways to affirmatively promote and preserve trust, confidence and a feeling of safety, security and quality service to all members of our community.

Current Challenges

The Lewis County Communications Center has an aging infrastructure and is currently reviewing options to replace the outdated dispatching center. The successful candidate would be an individual who integrates energy, innovation, and collaborative ideas to provide sustainable solutions for challenges such as decreasing revenues.

