



COWLITZ 911

Police • Fire • Medical

Washington



EXECUTIVE DIRECTOR

\$105,000 - \$135,000

Plus Excellent Benefits

Apply by

November 8, 2020

(open until filled)

PROTHMAN



WHY APPLY?



Located in Kelso, WA, Cowlitz 911 serves the Lower Columbia region between the Cascade Mountains and the Pacific Ocean beaches. The region is considered one of the Northwest's best outdoor playgrounds which offers fishing, hunting, hiking, camping, boating, mountain climbing, and skiing.

This is an excellent opportunity for an experienced innovative leader to continually focus on improving an already high-functioning Cowlitz 911, and to work with the organization's staff to develop a vision for the organization's future. If you are looking for a challenging and rewarding career opportunity in a stunning area to live and love the great outdoors, this is the right position for you!

THE REGION

Conveniently located between Portland, Oregon and Seattle, Washington on the I-5 corridor, Cowlitz County is the 13th largest out of the 40 counties in Washington State and is home to approximately 108,950 residents. The county covers 1,166 square miles within Washington's southwestern region, and offers residents a comfortable, small-city lifestyle while having access to big-city recreational and cultural opportunities. Within an hour's drive of the Pacific Coast and home to some of the most prominent mountains in the Cascade Range, residents can enjoy a wide variety of outdoor activities year-round including kayaking, boating, water sports, and swimming, as well as golfing, hiking, camping, hunting, snowmobiling, and cross-country skiing. Only an hour drive south, the City of Portland offers an international airport, chain and boutique hotels, exceptional food options, and plenty of shopping.

The City of Kelso, the Cowlitz County seat, offers a number of attractions, including the Three Rivers Mall, lodging, dining, and the Three Rivers Golf Course, which is the only 18 hole golf course constructed on volcanic ash from Mount St. Helens. The Mount St. Helens Volcano and Information Center, located at the Kelso Chamber of Commerce, provides visitors with many displays, and exhibits of the mountain for their enjoyment.



The County's largest city, Longview, has a population of approximately 38,100 and has a small-town atmosphere that is very appealing to residents and visitors alike, offering a safe, comfortable and inviting gathering place with shopping, restaurants, theatre, galleries and beautiful streetscapes. Longview is the major retail center in Cowlitz County and for the cities of St. Helens, Rainier, and Clatskanie, Oregon along the Highway 30 corridor bordering the Columbia River.

To the south, the City of Kalama is famous for its Chinook, steelhead, and sturgeon fishing. Along the eastern border of the County lies Mount St. Helens which famously erupted in 1980. Today, Mount St. Helens offers unmatched views, camping and hiking opportunities of all difficulties.

THE ORGANIZATION

Cowlitz 911 is a Public Authority governed by an Executive Board consisting of 9 members from the public safety community and local government agencies to include Police Chiefs, Sheriff, City Managers, Fire Commissioners, Fire Chiefs, and County Commissioner. Cowlitz 911 is funded through a State E911 phone excise tax, E911 State Office professional development contract, a county 1/10th of 1% sales tax, and police and fire user fees with an annual budget of approximately 5 million.

Cowlitz 911 owns the public safety radio system infrastructure. Responsibilities include radio operations management, maintenance, repairs, and improvements at 10 radio sites throughout Cowlitz County and Columbia County Oregon.

The Cowlitz County 911 Center serves as the primary Public Safety Answering Point (PSAP) and 911 emergency dispatch center for thirteen (13) law enforcement, fire, and medical response agencies in Cowlitz County. The organization covers the County's 1,166 square miles and serves the entire population of 108,950 citizens. The organization answer an average of 210 emergency 911 calls and 400 business calls per day.

The 2020 Operations budget for Cowlitz 911 is \$4.2 million. The organization budgets for 23 FTE call-taker/dispatchers, and 6 administrative personnel including an Executive Director, a Human Resource Generalist, an Information Technology Vendor Technical Manager, a Floor Supervisor, a Finance/Admin Specialist, and an Administrative Assistant.



THE POSITION

Under the direction of the Cowlitz 911 Public Authority Board, the Executive Director manages, administers, and directs the activities, programs, and operations of Cowlitz 911. The Executive Director researches, develops, implements, and oversees the programs and services at the organization, ensuring the highest service standards to the public and user agencies. Collaboration with agency users is paramount in development of programs and services. This position also includes direct supervisory duties over the administrative and operations staff, manages the department's budget including preparation and oversight, and researches and recommends equipment and technology replacements and upgrades to maintain efficiency standards.

To view the full job description, please view the attachment found [here](#).

CHALLENGES & OPPORTUNITIES

Recruitment/Retention: Cowlitz 911 faces challenges in recruiting and retaining qualified candidates. While this is not unique to Cowlitz 911, the Executive Director will develop and implement a plan to attract applicants and increase employee retention.

Construction of New Facility: Cowlitz 911 is in the process of building a new 911 Communications Center and the project budget is approximately \$16 million. Planning and design for the new facility is complete. Cowlitz 911 has retained the services of a Project Manager who will follow through on the project, however the Executive Director will be expected to be the owner representative and in close coordination with the Project Manager. Financing of the project will be accomplished with sale of general obligation bonds with debt service commitment from the .01 sales tax revenues approved by in 2018. Construction bids will open in mid-November 2020 with construction beginning in January 2021. The 911 Center is schedule to go live in the first quarter of 2022.

Radio System Improvements: Cowlitz 911 is planning a Motorola VHF simulcast radio system upgrade at one established site, and planning construction of 3 new radio sites. This has been a five-year, \$600,000 project and expands Cowlitz 911's radio coverage footprint, in addition to replacing end of life critical system equipment. The planning and design are complete, and construction is currently underway with completion expected by March 2021. A Motorola MCC 7500 Radio Console replacement was also completed in 2020. Additionally, the ECW 911 phone system-Motorola product is due for a CPE replacement or upgrade in the next 12-18 months.

CAD implementation: There is new CAD implementation, and the organization is transitioning from Intergraph to Spillman FLEX CAD. A Purchase Contract was signed with Spillman, and the project is underway and expected to be completed in 2021.

New Facility Hiring/Contracting: The Executive Director will need to either employ or contract with a network specialist to manage the new public safety network at the new site, business phone system, CAD administrator, and NG911 technologies, and will need to either employ or contract for services including building and grounds maintenance and janitorial services at the new facility.

IDEAL CANDIDATE PROFILE

Education & Experience:

A bachelor's degree in business administration, emergency management, or a related field, and five (5) years of experience in a 911 Center with administrative and supervisory responsibilities, or a combination of education, training and eight (8) years of experience in a related field with administrative, leadership and supervisory responsibilities is required. Candidates must pass a comprehensive background check and possess and maintain a valid driver's license.

The ideal candidate will have the following certifications and training:

- CPE-Certified Public Safety Executive
- RPL-Registered Public Safety Leader
- ENP Certification - Emergency Number Professional Certification
- APCO or NENA state or national officer position
- Instructor Development Certification
- Project Management Professional (PMP), or Program Management Professional (PGMP) or similar training and experience.

Necessary Knowledge, Skills and Abilities:

- Ability to remain calm during stressful situations and maintain a professional attitude.
- A high degree of self-discipline to organize and prioritize job duties each day.
- Above average multi-tasking skills are essential, while maintaining a level head during demanding crisis situations.
- A logical, rational approach to problem solving, and an objective approach to situations and circumstances.
- Ability to recognize and commit to improve one's own weaknesses or faults.

- A good sense of humor.
- Approachable with a commitment to organizational accountability.
- Expert knowledge and experience in the 911 industry, NG911 technologies, and experience in successfully navigating positive outcomes by consensus with groups who have adverse agendas or points of view.
- Experience directing an organization versus managing an organization. Vision oriented, strong change management skills, people skills, organizational skills, and fiscally proficient.
- Willingness to work sometimes long hours, flexible shifts, weekends, and holidays.
- The ideal candidate will be customer service oriented, a team player, intuitive, proactive, and have a respect for private, confidential information.
- The selected candidate will be a lifetime learner, have proven integrity, be a people person, and be passionate and involved in the 911 industry, 911 committees, NENA, and APCO organizational involvement.

COMPENSATION & BENEFITS

- **\$105,000 - \$135,000 DOQ**
- Excellent Medical, Dental & Vision Insurance
- Deferred Compensation
- Competitive and Negotiable Vacation
- 12 Days of Sick Leave
- 11 Paid Holidays
- Washington PERS
- VEBA HRA Option in Lieu of Medical Insurance

Please visit:

www.cowlitz911.org
www.visitmtsthelens.com

Cowlitz 911 is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 8, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Cowlitz 911, WA – Executive Director**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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