

RIVERCOM 911

140 S. MISSION ST., 3RD FLOOR, WENATCHEE, WASHINGTON, 98801



RiverCom 911 is seeking to hire a highly qualified individual for the position of **Executive Director**

RiverCom is conducting a hiring process for serious candidates interested in the position of Executive Director. The Executive Director is an exempt, fulltime position that reports directly to the RiverCom Administrative Board.

Salary Range: \$104,295 to \$115,288

Salary determined by the Board based on level of qualifications and experience.

Application Closing Date: October 22, 2018

RiverCom is a two-county, designated Public Safety Answering Point (PSAP) located in central Washington that operates 24 hours a day, seven days a week processing 9-1-1 and non-emergency calls for service and dispatching 23 law enforcement, fire, and emergency medical response agencies in Chelan and Douglas counties. RiverCom's range of service covers approximately 4,750 square miles and serves a population of about 120,000 residents; the organization responds to about 75,000 calls annually. RiverCom also owns and operates a public safety radio system and maintains 19 radio sites in the two-county area. The organization employs 40 individuals in administrative, technical, and operational positions.

RiverCom is a municipal corporation that operates as a separate legal entity from other existing emergency response agencies. The agency operates under an Interlocal Cooperative Agreement and is governed exclusively by the RiverCom Administrative Board.

The Executive Director oversees a \$4.8 million annual budget. The position is also responsible for the oversight of a Capital Improvement Project for a Regional Public Safety 911 Radio System Upgrade and Expansion.

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
- Visioning
- Leadership
- Personnel management
- Labor-management relations
- Inter-agency coordination
- Program management
- Financial management
- Risk analysis
- Community relations

Selected candidates will model leadership behaviors and will offer a continuation of leadership to guide the agency into the next phase of development. This is not a stepping stone position. Personal professional development, continued learning, and setting and achieving performance goals are essential components of the position.

Selected candidates will demonstrate professional and effective communication skills.

Selected candidates will demonstrate abilities to foster collaboration, facilitate relationships, and work in an ethical, respectful, and inclusive manner.

For more information about the position, please visit our website at:

www.rivercom911.org

Hiring Objective

RiverCom is seeking a highly qualified individual to replace an experienced Director who has led the organization for the past six years and who will be retiring in early 2019. It is essential that the individual selected to fill the position be capable of providing uninterrupted leadership and continuity of operations. At the same time, RiverCom is seeking an individual who will also integrate energetic, innovative, collaborative, and sustainable solutions to the forefront of the organization's goals, initiatives, projects, programs, and activities.

Work Schedule

The general work schedule is Monday—Friday, 8 hours per day during the hours of 8:00 AM to 5:00 PM. The position must maintain the ability to appropriately and timely respond to critical situations and emergency situations involving or effecting the organization.

Employment Benefits

- **Medical-Dental-Vision Group Health Care**
Employer pays 100% of employee premiums and 80% of premiums for spouse, domestic partner, and dependents up to a monthly maximum of \$850
- **Washington State Retirement Systems (DRS) PERS Plan**
Participation in the Public Employees Retirement System (PERS)
- **Deferred Compensation Plan**
Employer pays a matching contribution up to 2% of employee's base salary
- **Paid Annual Leave**
Employee to earn Annual Leave based on a step scale to be set at time of hire (14-18 hours per month) and may carry-over up to two-hundred (200) hours from one calendar year to the next
- **Paid Holidays and Floating Holiday**
Employee receives paid time off for ten (10) recognized holidays plus one (1) Floating Holiday
- **Paid Sick Leave**
Employee earns eight (8) hours of Sick Leave per month and may carry-over up to 960 hours from one calendar year to the next

Current Challenges and Projects

- 2019 Annual Budget
- Challenges with State E911 funding
- Staffing analysis
- Facility Needs Study and possible remodel of current facility or build-out of new communications facility
- Updates and development of Administrative Policy
- Radio system site upgrades and/or additions
- Possible voter approval for the re-authorization of a 1/10th of 1% sales tax revenue and funding model for use of funds
- Phone system refresh or new phone system

Recruitment and Hiring Schedule (subject to change)

Job Announcement	September 10, 2018
Open Application Period	September 10—October 22, 2018
Application Closing Date	October 22, 2018, 3:00 PM
Schedule Interviews	October 30, 2018
Meet & Greet Event	November 8, 2018, 3:00—5:00 PM
Panel Interviews	November 9, 2018
Final Board Interviews	November 10, 2018 (AM)
Issue Conditional Offer of Employment	November 13, 2018
Pre-Employment Process	November 15– December 14, 2018
Preferred Employment Start Date	January 2, 2019

The Meet & Greet Event and the Interviews will be held in Wenatchee at a site to be announced at a later date.

How to Apply

Applications for the position must include the following items:

- **Resume**
- **Job Application** (located at website)
- **Three (3) Letters of Recommendation**
- **Written response to provided question** (located at website)

Send all application materials to the following address:

RiverCom 911
Attn: Staci Larsen, Executive Assistant
P.O. Box 3344
Wenatchee, WA 98807

Applications must be received by: October 22, 2018, 3:00 PM

RiverCom will not accept or consider incomplete applications or applications received after the application deadline.

All inquiries and applications will be received, processed, and maintained in a strictly confidential manner. The point of contact for the recruitment and hiring process is Staci Larsen, Executive Assistant, at 509-662-4655 or slarsen@rivercom911.org.