

RIVERCOM 911

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

RiverCom is seeking a dedicated and highly qualified individual for the position of **Operations Manager**

RiverCom is conducting a hiring process for serious candidates interested in the position of Operations Manager and who have experience in 911 emergency communications.

The Operations Manager is an exempt, fulltime position that reports directly to the Executive Director and performs work as part of the Management Team.

Annual Salary: \$71,076—\$86,393

Application Closing Date: March 15, 2019

Located in Wenatchee, Washington, RiverCom is a 2-county, designated Public Safety Answering Point (PSAP) that provides emergency call-taking and dispatch services for law enforcement, fire districts and departments, and public and private ambulance services in Chelan and Douglas counties. Dispatch operations are staffed 24 hours a day, 7 days a week. RiverCom also owns and operates a public safety radio communications system located at various radio site facilities throughout Chelan and Douglas counties. RiverCom's range of service covers about 4,750 square miles and serves a population of about 120,000 residents; the organization responds to about 97,000 calls annually. RiverCom is organized as a municipal corporation and as a separate legal entity under the laws of Washington State. The organization is governed by the RiverCom Administrative Board and employs 40 individuals in administrative, technical, and operational positions.

Work Schedule

Hours of work will generally be performed, Monday—Friday during regular business 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
- Washington State Retirement Systems (DRS) PERS Plan
- Deferred Compensation Plan
- Paid Annual Leave, Paid Holidays and Floating Holiday, and Paid Sick Leave

Recruitment and Hiring Schedule (subject to change)

Job Announcement	February 22, 2019
Application Period Opens	February 22—March 15, 2019
Application Closing Date	March 15, 2019, 3:00 PM
Panel Interviews	March 28, 2019
Interview with Executive Director	March 29, 2019 (AM)
Issue Conditional Offer of Employment	April 1, 2019
Pre-Employment Process	April 2—26, 2019
Employment Start Date	May 13, 2019

How to Apply

For more information about the position and how to apply, please visit our website at:

www.rivercom911.org

The designated point of contact for the recruitment and hiring process is:

Staci Larsen
Executive Assistant
RiverCom 911
P.O. Box 3344
Wenatchee, WA 98807
509-662-4655
slarsen@rivercom911.org

Applications must be received by: March 15, 2019, 3:00 PM

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