

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: \$120,000 to \$150,000

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

Application Closing Date: April 06, 2023, at 3:00PM

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 911 and non-emergency calls for service, and dispatching for 21 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 135,000 residents; the organization responds to about 145,000 calls annually. RiverCom also owns and operates a public safety radio network, and maintains 21 radio sites in the two-county area. The organization employs 48 staff who serve 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—comprised of five voting, and four ex-officio members.

The Executive Director oversees a \$17 million annual budget. This position is also responsible for the oversight of Capital Improvement Projects, which include the Regional Public Safety Radio Network upgrade and expansion, and planning for the construction of a new RiverCom PSAP facility.

The ideal candidate will possess strong experience and qualifications in several core areas, which include:

- Work experience with an executive or administrative board
- Visioning
- Strategic planning
- Executive leadership
- Risk analysis and management
- Financial management
- Policy management
- Human resource management
- Labor-management relations
- Inter-agency coordination
- Capital facilities program and project management
- Program & project management
- Community relations

Selected candidates will model leadership behaviors, and offer continuation of leadership to guide the agency into its next phase of development. This is not a stepping stone position. Personal professional development, continued learning, and the setting and achieving of performance goals are essential components of this 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 two years, and who will be retiring in fall 2023. 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 AWC**
Employer pays 100% of employee premiums and 80% of premiums for spouse, domestic partner, and dependents up to a monthly maximum of \$900
- **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 eleven (11) 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

- Emergency Services Dispatching and Supervisor Staffing
- Continued implementation of the Integrated Business Model
- Continued planning for the design, financing, and construction of a new RiverCom PSAP facility
- Updates to and development of Administrative and Finance policies
- Radio network site and infrastructure upgrades and expansion
- Continued development and implementation of a comprehensive Radio, IT, GIS, and Dispatch infrastructure Sustainment Plans
- Development and implementation of the Subscriber Equipment Sustainment Program (portable and mobile radios)

Recruitment and Hiring Schedule (subject to change)

Job Announcement	February 21, 2023
Open Application Period	February 21—April 6, 2023
Application Closing Date	April 6, 2023, 3:00 PM
Schedule Interviews	April 19, 2023
Meet & Greet Event	May 11, 2023, 4:00—6:00 PM
Final Board Interviews	May 12, 2023
Issue Conditional Offer of Employment	May 15, 2023
Pre-Employment Process	May 16—June 2, 2023
Preferred Employment Start Date	July 5, 2023

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:

- **Application Cover Letter**
- **Resume**
- **Job Application** (located at website)
- **Three (3) Letters of Recommendation**
- **Written response to provided question** (located at website)
- **List of Special Projects, assignments, committees, etc.**

Send all application materials to the following address:

RiverCom 911
Attn: Mihkaela Overbay, Administrative Services Manager
P.O. Box 3344
Wenatchee, WA 98807

Applications must be received by: April 06, 2023, 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 Mihkaela Overbay, at 509-662-4655 or mihkaela.overbay@rivercom911.org.