



KITTCOM 911

Serving Kittitas County, Washington

DIRECTOR

\$105,000 - \$135,000

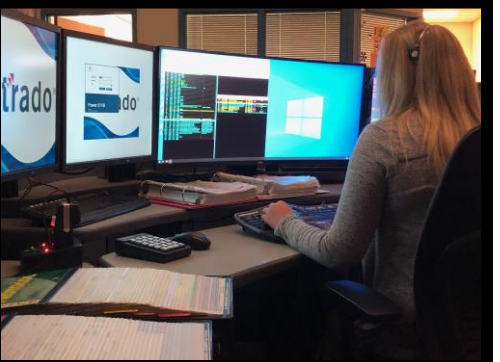
Plus Excellent Benefits

Apply by

August 2, 2020

(open until filled)

PROTHMAN



WHY APPLY?



Headquartered in central Washington along Interstate 90 in the City of Ellensburg, KITTCOM is a civilian staffed 9-1-1 center that serves 17 public safety agencies in Kittitas County. Surrounding wineries, skiing, camping and miles of trails provide an unlimited mix of recreational and health centered activities. Just 2 hours to the east, Seattle and its neighboring cities provide access to big cities for the ideal metropolitan weekend getaway.

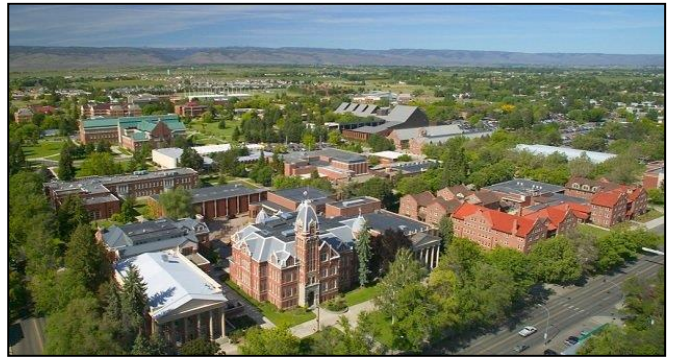
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This is a great opportunity for a talented management professional to utilize their skills, knowledge base, and creative innovation for future personal growth, and to make a difference in a historic and close-knit community.

THE COMMUNITY

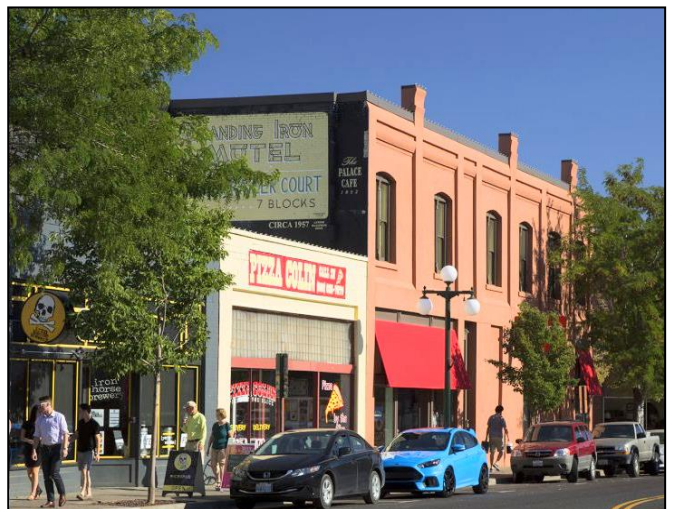
Situated in central Washington between the foothills of the stunning Cascade Mountains and the mighty Columbia River, Kittitas County is home to roughly 48,000 residents who enjoy limitless activity and recreation opportunities year-round. Kittitas County is made up of several cities and communities including Ellensburg, Easton, Kittitas, Ronald, Roslyn, Snoqualmie Pass, Cle Elum, South Cle Elum, Thorp, Vantage, Liberty, Suncadia, and Teanaway.

Ellensburg, the largest city and county seat of Kittitas County is home to over 18,000 residents including 11,000 students who attend Central Washington University: home of the Wildcats. Ellensburg is well known for its friendly residents and rural lifestyle, along with summer music festivals, seasonal Farmer’s Markets and the yearly Ellensburg Fair and Rodeo. The area is also graced with miles of trails for biking, hiking, wildlife viewing, and horseback riding. The Yakima River hugs the southwestern border of Ellensburg and provides riverfront views from parks and golfing at the Ellensburg Golf and Country Club as well as fly fishing and guided fishing trips. With over 200 days of sunshine each year, Ellensburg allows for an abundance of activities regardless of the temperature.



Following the Yakima River roughly 30 minutes to the West, the smaller cities of Cle Elum and Easton have a closer proximity to the Wenatchee National Forest, offering a colder climate than the central Kittitas/Ellensburg area. This allows for residents and visitors alike to enjoy more year-round recreational activities including numerous golf courses, lake and river sport fishing and boating, cross country skiing, snowboarding, snow shoeing, snowmobiling, hiking, climbing, backpacking, and camping.

Other local attractions including the Suncadia Resort, the Basalt Columns, Palisades to Palouse State Park, and Swiftwater Cellars Winery bring in thousands of tourists each year. Tourism continues to boost the economy year-round where residents and visitors can also enjoy unique antique and specialty shopping, and many exceptional restaurants throughout the whole County. Continuing west on Interstate-90 just an hour from Ellensburg, the Summit at Snoqualmie Pass provides more winter activities for avid alpine skiing and snowboarding, Nordic skiing, and winter tubing from four base areas and 21 chairlifts.



THE ORGANIZATION

Founded on April 1, 1992, KITTCOM operates out of a 4,500 square foot facility near Bowers Field in Ellensburg, WA. The Agency is administered by five elected Board Members, two appointed Board Members and an appointed Director. KITTCOM operates on a budget of approximately \$2.1 million with 17 full-time and 8 part-time employees when fully staffed who provide public safety communications and dispatching services to most areas of Kittitas County. For the 12 months ending June 30, 2019, KITTCOM Emergency Services Dispatchers handled 35,597 calls. Agencies served by KITTCOM include Fire District 1 (Thorp), Fire District 2 (Ellensburg), Fire District 3 (Easton), Fire District 4 (Vantage), Fire District 6 (Ronald, Lake Cle Elum), Fire District 7 (Kittitas County Fire & Rescue), Fire District 8 (Lake Kachess), the City of Kittitas Fire Department, the Cle Elum Fire Department, Kittitas County Hospital District 2, the Roslyn Fire Department, Snoqualmie Pass Fire & Rescue, the South Cle Elum Fire Department, the Kittitas County Sheriff's Office, Central Washington University Police Services, the Ellensburg Police Department, the Cle Elum Police Department, and the City of Kittitas Police Department.

THE POSITION

Under the direction of the Board of Directors, KITTCOM's Director is responsible for providing for the emergency communications and dispatch needs for all participating police, fire, and ambulance services in Kittitas County that KITTCOM provides services for. Good communication and coordination skills are necessary to work with the representatives of KITTCOM's customer agencies.

Responsibilities include:

- Administer the work of the Center in accordance with the policies adopted by the KITTCOM Administrative Board; establish procedures to ensure efficient and economical operation of the Center; act as liaison between the Center and the user agencies.
- Prepare the annual budget and present it to the Administrative Board; directs the expenditure of funds in accordance with budget appropriations as approved by the Administrative Board; services as purchasing agent.
- Direct the preparation and maintenance of records and reports to be used for cost breakdown and other informational data.

- Engage in short- and long-range planning to ensure continued reliable emergency communications for user agencies; define goals and objectives and make recommendations to the Administrative Board.
- Function as the personnel director responsible for hiring, firing, evaluating work performance, taking disciplinary action, negotiating labor contracts with employees; research and prepare recommendations and presentations for negotiations.
- Develop and maintain comprehensive Policy and Procedure and training manuals as necessary for the efficient operation of the Center. Identify deficiencies and effects changes to improve the effectiveness of operations and minimize exposure to liability.
- Ensure the training and orientation of new employees regarding all aspects of operations of the Center.
- Research new and available components for integration into the existing technical systems to provide additional or expanded services; verify procedures to ensure standards are maintained in the administration of the data base and other related dispatch programs and enhanced 9-1-1 service.
- Act as a technical adviser which may include systems design assistance, equipment selection, and expansion of the existing system.
- Oversee the contracted technical maintenance of the Center's entire communications-related inventory, providing for standard and preventative maintenance.
- Supervise the Center's staff either directly or through subordinate supervisors.



CHALLENGES & OPPORTUNITIES

1. The current radio system will be upgraded to a Next Generation Radio system within the next 5 years. KITTCOM & the next Director will be faced with the challenge of how to fund the project, along with the implementation of the radio system. KITTCOM will be determining the funding mechanism, to include researching the option of implementing the 1/10th of 1% Emergency Communications tax.
2. KITTCOM's Communications Engineer is retiring within the next 9 months. KITTCOM will be tasked with determining how best to fill the position and consider optional strategies to take into account the organization and its stakeholders needs looking forward.
3. Over the past several years, KITTCOM has struggled to maintain adequate staffing of Emergency Services Dispatchers. This issue is a problem nationwide and not unique to KITTCOM. The next Director will work to maintain the agencies staffing levels and will also be responsible for supervisor promotions.
4. The Director will be tasked with managing the budget during the remainder of the COVID-19 crisis. The crisis has the potential to affect the KITTCOM stakeholders & State E911 funding KITTCOM relies on.

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Serving Kittitas County, Washington

IDEAL CANDIDATE PROFILE

Education & Experience:

The selected candidate will have demonstrated knowledge of emergency police, fire, and EMS dispatch systems, telecommunications systems, management principles, supervision and performance evaluation principles, basic accounting methods, budget monitoring and control, employee relations, and contract negotiations. Experience operating a multi-jurisdictional dispatch center is a must, along with skill in evaluating and meeting needs of user agencies, effective management of employees, short- and long-range planning, negotiating contracts, services, and equipment purchases, and communicating effectively both orally and in writing. A strong emphasis will be placed on experience, abilities, and personal attributes.

A bachelor's degree from an accredited college with course work in business or public administration, communications, public safety dispatch or related field is preferred.

COMPENSATION & BENEFITS

- **\$105,000 - \$135,000 DOQ**
- Medical, Dental and Vision Insurance
- 18 Days of Vacation
- 12 Days of Sick Leave
- 12 Paid Holidays
- Washington PERS

Please visit:
www.kittcom.org

KITTCOM is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 2, 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 "**KITTCOM 911, WA – 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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