



Executive Director Position Description

Position Information	
Current Class Title: Executive Director	Approved Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Exempt
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Salary Range: \$95,000 to \$105,000
Position Included in a Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes , indicate union:	
Incumbent's Name (If filled position):	Address Where Position Is Located: 525 W. Cota Street, Shelton, WA 98584
Supervisor's Name and Title: Legislative Board	Supervisor's Phone: 360-426-4441
Position Objective	
Briefly explain the purpose of the position and how it supports the organization's mission.	
<p>QANPC³ = Quick, Accurate, Nice, Professional, Cool, Calm and Collected</p> <p>The Executive Director is responsible for planning, organizing, and directing all operations for MACECOM, including various telephone, radio, teletype and other communications systems serving law enforcement, fire, and emergency medical response agencies in Mason County. The Executive Director serves as the chief staff advisor to the Governance and Legislative Boards.</p> <p>The Executive Director is accountable to the Governance, and Legislative Boards and works closely with the them on administration and budget matters. The Executive Director works under broad directives with considerable latitude for independent judgement to effectively implement goals and decisions. Provides ongoing status reports of significant activities and programs and/or actions to be taken which are consistent with Federal, State and local statutory guidelines or regulations and decisions of the Boards.</p> <p>This job description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.</p>	
Assigned Work Activities (Essential Functions)	
The following duties are not intended to serve as comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbents may not be required to perform all duties listed and may be required to perform additional position-specific duties.	
<ul style="list-style-type: none"> • Directly supervises Network/IT Technician and Public Safety Systems Manager. • Directs department operations to achieve goals within budgeted funds and available personnel. • Provides planning leadership and direction and develops short and long-range plans, goals, and objectives for department operations. • Based on input from the Boards, prepares and presents the budget based on staffing and resource requirements, cost estimates, cost share distribution formulas, usage based service schemes and departmental objectives and goals to the Boards. Monitors all fiscal operations of the agency; approves all agency expenditures; supervises the purchase and acquisition of supplies and equipment. Manages projects and system upgrades to maintain a proficient and effective regional public safety emergency communications system. 	

- Provides administrative leadership, and approves the selection of supervisory staff.
- Initiates and implements disciplinary actions as warranted. Administers labor contracts, resolves employee grievances in accordance with collective bargaining agreements, and is a member of the management team for contract negotiations.
- Analyzes current trends and operations for adequacy of service and recommends improvements to existing facilities, equipment, staffing and operating systems of the agency, including overseeing the technical equipment maintenance and upgrades. Develops, plans and implements highly complex technological programs to maintain currency with the constantly changing digital communications and adequacy of hardware and software changes.
- Confers as needed or as directed by the Boards with Boards of County Commissioners, City Commission, EMS Councils, Emergency Management Councils and other public or government groups and associations to develop budgetary allotments and staffing levels.
- Conducts Director interviews to all applicants prior to a conditional job offer.
- Performs other job duties as assigned.

Lead Work/Supervisory Responsibilities

Lead Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/> Assigns Work	<input checked="" type="checkbox"/> Instructs Work	<input checked="" type="checkbox"/> Checks Others' Work
Supervisory Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/> Plans work	<input checked="" type="checkbox"/> Evaluates Performance	<input checked="" type="checkbox"/> *Takes Corrective Action
	<input checked="" type="checkbox"/> *Hires	<input checked="" type="checkbox"/> *Terminates	
(*Has the authority to effectively recommend these actions.)			

Working Conditions

Work Setting, including hazards:	Work is generally performed in an office environment, with travel to meeting locations, within and outside of the county. May be required to attend early morning, evening or weekend meetings. Will be required to carry a provided cellular telephone. In emergency situations, must have access to an operating vehicle or access to immediate, guaranteed, reliable transportation at all times.
Schedule (i.e., hours and days):	This is a full-time, 24 hour - 7 day a week operation. Typical work shifts are 8 hours, but may be required to work extended shifts. May work long, extended or adjusted hours and respond to work on short notice. This position may be required to work various schedules and shifts to include rotating, days, swing, and graveyard, split days off, weekends, and holidays.
Travel Requirements:	Requires some travel for training, meetings, or committees outside of the primary office location. Possibility of deployment to the scene of planned events, major emergencies, or ongoing critical incidents.
Tools and Equipment:	Duties require the use of standard office furniture and equipment (e.g. desk, filing cabinet, computer, printer, telephone, fax machine, copy machine, and an audio recording instrument that records all radio and telephone traffic in the communications center, etc.) Position operates equipment with electrical currents, Operates a motor vehicle.
Customer Interactions:	Daily contact and interaction with internal and external customers, including contact with those who may be angry, distraught, hostile, and/or frustrated.
Other:	This position works in a high-volume, high-pressure, fast paced, environment while performing multiple tasks and assisting internal stakeholders.

	<p>This position is required to meet deadlines by prioritizing tasks and ensuring accuracy.</p> <p><u>Physical Abilities:</u></p> <p>Ability to sit, stand, walk, bend, reach for prolonged periods of time;</p> <p>Have the ability to operate standard office equipment, including a computer keyboard;</p> <p>Ability to respond to visual and sound stimuli with a high degree of accuracy in a timely manner;</p> <p>Ability to distinguish colors;</p> <p>Have adequate hearing and visual acuity to successfully perform the essential job functions;</p> <p>Ability to effectively communicate orally (using radio and telephone equipment) and in writing;</p> <p>Ability to access items stored over head, or on lower shelves, in drawers, and/or in lockers;</p> <p>Ability to pull, push, and open and close desk and file drawers;</p> <p>Ability to reach for radio controls, telephones, and other office equipment;</p>
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Qualifications

List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

Required Qualifications:

- Bachelor's degree in business administrations, communications, or a closely related field and ten years of progressively responsible professional level experience in public-safety communications, including five years administrative and managerial responsibilities; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.
- Must have strong communication skills; requires a calm demeanor in processing complaints from staff, concerned citizens, and dealing with the public in every day activities.
- Ability to work courteously and effectively with Board members, community organizations and the general public.
- Ability to prepare clearly written reports and documents.
- Ability to calculate figures and amounts for submittal of the annual departmental budget recommendations, and for supervising expenditures of same.
- Ability to calculate and prepare various technical and statistical communications reports.
- Ability to use sound professional judgement in the recommendation of communications policies and procedures and to administer an excellent, well-rounded Communications Department and county-wide 911 system.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exists.
- Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or schedule form.
- Current Washington State Driver's License.
- Must be accessible by phone 24x7.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Preferred/Desired Qualifications:

- Knowledge of management and supervisory principles and practices including program planning, budgeting, direction, coordination and evaluation.
- Knowledge of application and interpretation of federal, state and local rules, regulations, codes and ordinances.
- Knowledge principles and best practices of public administration

- Knowledge of Washington State 911 program county coordinator policies, procedures, funding, accounting, documentation standards and practices as well as emergency dispatch center operational procedures and best practices.
- Knowledge of principles and procedures involved in the operation of public-safety radio, telephone, computer aided dispatch, microwave, analog and digital communications and other manners of 911 and emergency communications equipment.
- Knowledge of practices and principles of government fiscal management, including budget preparation, expenditure control and record keeping.
- Knowledge of practices and principles of law enforcement, fire service and emergency medical response policies and procedures.
- Ability to appear for scheduled work and complete assigned tasks within a reasonable period of time
- Ability to plan, organize and oversee assigned work programs.
- Ability to analyze and evaluate department operation, applying judgement and discretion in resolving problems.
- Ability to establish and maintain effective working relationships with co-workers, elected and public officials, Board members, representatives of other agencies, and the general public.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

- This position is required to work various schedules and shifts to include rotating, days, swing, graveyard, split days off, weekends, and holidays.
- May work long, extended or adjusted hours and respond on short notice to work.
- Must attain ACCESS Level 1 certification within 6 months of employment.

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
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Date:	Appointing Authority's Name and Title: Legislative Board Chair	Signature (required):
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As the incumbent in this position, I have received a copy of this position description.

Date:	Employee's Signature:
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