



# Lewis County Employment Opportunity

Department: Central Services | Position: Telecommunications Manager

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 26: \$4,964 - \$6,677/mo.

Posting Opens: 05/27/2016

First Screening: 06/15/2016 at 4:00 p.m.

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## DEPARTMENT / OFFICE

This position is an FLSA-exempt position.

## POSITION SUMMARY

Under general direction, plans, coordinates, and manages the operations and activities of the Lewis County E911 Center; develops and directs E911/radio projects; supervises E911, Telecommunications and Radio operations; and supervises assigned personnel.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Human Resources  
351 NW North St.  
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1408. Please note, there may not be sufficient time for the packet to be mailed and returned by the closing date.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See Resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

All application materials must be received by Human Resources. Applications may be faxed to 360-740-1494 or emailed to [daleyn.coleman@lewiscountywa.gov](mailto:daleyn.coleman@lewiscountywa.gov) providing a signed hard copy follows within 5 business days.

## MINIMUM REQUIREMENTS

- ▶ Bachelor's degree in Business Management, Public Administration, Criminal Justice, or related field, plus a minimum of three (3) years in Public Safety Dispatching or Emergency Services (*As per Section 2.0 of the LC Employee Handbook, experience in lieu of education may be substituted*)
- ▶ Successful completion of a pre-employment criminal history background investigation. Psychological examination if requested.
- ▶ Valid Driver's License is required
- ▶ Proof of eligibility to work in the United States
- ▶ Employee will need to pass a criminal background check including finger print check.
- ▶ Ability to speak, read, and write the English language effectively

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.