



Lewis County Employment Opportunity

Department: **911 Communications** | Position: **Operations Chief**

Who May Apply: **All Qualified Applicants**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 24: \$4,756-\$6,395/mo.**

Posting Opens: **04/20/2020**

First Screening: **Open until filled**

DEPARTMENT / OFFICE

The Operations Chief is a highly responsible professional position with oversight of a 24 hour a day, 7 day a week, 365 day a year operation located in the E-911 Communications Center located at 351 NW North St., Chehalis, WA 98532.

POSITION SUMMARY

Under general supervision, administers and maintains Lewis County's 911 Communications operations. This position plans, organizes, coordinates, manages and supervises the daily operations and activities of the 911 Center; trains, supervises, and evaluates assigned personnel; develops and implements administrative policies and procedures; develops and manages 911 upgrade projects; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/> or 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 first screening 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.

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.

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 Lewis County.

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; or any equivalent combination of two (2) years of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions.
- Valid driver's license. Successful completion of a pre-employment criminal history background investigation.
- Psychological examination if requested.
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively