



# Lewis County Employment Opportunity

Department: **911 Communications** | Position: **911 Executive Director**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full Time**

Salary Range: **Grade 135 \$123,181 - \$165,736/yr. (DOQ)**

Posting Opens: **April 16, 2025**

Posting Closes: **Open Until Filled**

First Review: **May 15, 2025**

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## DEPARTMENT / OFFICE

This FLSA exempt position is located in the 911 Communications Department, 351 NW North Street, Chehalis, WA 98532.

## POSITION SUMMARY

Under direction of the Lewis County 911 Executive Board, administers, plans, coordinates and manages the operations and activities of the 911 Communications Center; develops and directs 911 Communications Center and Radio Division projects; supervises 911 Telecommunications and Radio operations; and supervises assigned personnel.

As the primary Service Answering Point (PSAP) the Lewis County 911 Communications Department receives and records all 911 emergency calls. The Department is responsible for dispatching the appropriate response agencies to each emergency. Lewis County 911 Communications also operates and manages the vast majority of radio infrastructure within the county and provides services to all local Fire Districts, Law Enforcement agencies, American Medical Response (AMR) and others.

## HOW TO APPLY

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

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 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. Email materials to [HR@lewiscountywa.gov](mailto:HR@lewiscountywa.gov) by May 15, 2025, to be considered in the first review of applicants.

- ✓ **Cover Letter**
- ✓ **Resume**

## MINIMUM REQUIREMENTS

- Bachelor's Degree in Business Management, Public Administration, or related field, or equivalent experience, plus a minimum of three (3) years' supervisory experience or management experience in a 911 call center or other emergency services environment.
- Valid driver's license. Successful completion of a pre-employment criminal history background investigation. Psychological examination if requested.
- NENA Center Manager Certification Program, NENA ENP 911 Certification, APCO Certified Public Safety Executive Program, APCO Registered Public Safety Leader, and/or other are desirable.
- Proof of eligibility to work in the United States.
- Ability to speak, read, and write the English language effectively.

***Experience in lieu of education will be considered as outlined in Section 2.0 as described in the Lewis County Employee Handbook.***

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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.