



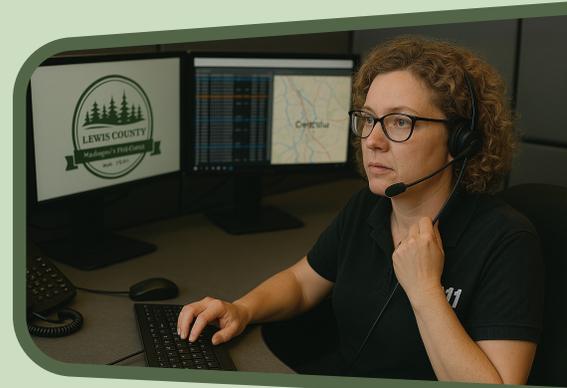
# LEWIS COUNTY, WASHINGTON

# 911 EXECUTIVE DIRECTOR

Salary Range: \$123,181 to \$165,736

## 911 EXECUTIVE DIRECTOR

Lewis County, located in the scenic heart of Southwest Washington, is seeking a visionary and experienced leader for the position of 911 Executive Director. This is a unique opportunity to shape the future of 911 communications in the region. Under the direction of the Lewis County 911 Executive Board, the Executive Director will oversee, plan, and coordinate the operations of the 911 Communications Center, as well as manage the Radio Division. This role involves directing key projects, supervising 911 Telecommunications and Radio operations, and leading a dedicated team of professionals to ensure efficient and reliable emergency services for the community.



## THE LEWIS COUNTY COMMUNITY

Nestled halfway between Seattle and Portland, Lewis County offers a unique blend of world-class outdoor adventures with easy access to vibrant city life.

The county spans 2,408 square miles and has a population of over 85,000. It features two major cities, Centralia and Chehalis, with the county seat in the latter. The area offers a wide range of outdoor activities – such as hiking, skiing, fishing, cycling, hang gliding and whitewater rafting – as well as access to ocean beaches and major landmarks, including Mount St. Helens, Mount Rainier, Mount Adams and the Gifford Pinchot National Forest.

In addition to its thickly forested wilderness, pristine streams and lush volcanic valleys, Lewis County has a vibrant cultural scene, with theater performances, concerts and annual events such as the Southwest Washington Fair, Garlic Fest and Summerfest. The county also boasts three public golf courses, multiple entertainment options, and a robust school system, including Centralia College.



First review of applications  
will take place May 15, 2025.





## **THE DEPARTMENT**

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 service to all local Fire Districts, Law Enforcement agencies, American Medical Response (AMR), and others. The Lewis County Dispatch Center operates as a County Department but is transitioning to a Joint Board model governed by those agencies. The Department also works with Emergency Management and Public Works, dispatching for non-emergencies such as down trees and power lines. The Department has approximately 24 employees, including supervisors and part-time employees. The Department's current operating budget is approximately \$4 million, not including capital projects.

## **EDUCATION & EXPERIENCE**

- Bachelor's degree in Business Management, Public Administration, or related field, or equivalent experience, plus a minimum of three (3) years' supervisory 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.

## **THE POSITION**

This position is located in Chehalis. Under the direction of the Lewis County 911 Executive Board, the Director 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; oversees all budget and administrative functions of Lewis County 911; solicits and manages grants; and serves as the County's 911 Coordinator in cooperation with the State 911 Office.



**First review of applications will take place May 15, 2025.**

## **HOW TO APPLY:**

- Applicants must email their Resume and Cover Letter to [HR@lewiscountywa.gov](mailto:HR@lewiscountywa.gov) to be considered for this position.
- A complete job description and benefit information can be found at [jobs.lewiscountywa.gov](http://jobs.lewiscountywa.gov).
- First review of applications will take place May 15, 2025. Interested parties should submit their materials prior to that date.

**LEARN  
MORE**