



Employment Opportunity

Columbia 9-1-1 Communications District

Position Vacancy: Training & Certification Coordinator

May 31st, 2023

The Columbia 9-1-1 Communications District, St Helens, Oregon is seeking a full-time Training & Certification Coordinator. Columbia County, with a population of approximately 53,600, covers approximately 687 square miles of the beautiful Northern Oregon region. Columbia County has 62 miles of Columbia riverfront with deep water ports. The Columbia River is a major route for ocean going vessels and is a popular playground for fishing, boating, camping and windsurfing. Columbia 9- 1-1 Communications District is a small but very busy 9-1-1 Emergency Services Dispatch Center which handled 63,400 Calls for Service and 76,900 Phone Calls in 2022.

Minimum Qualification Requirements

Minimum Qualifications:

- No Disqualifying Criminal History
- Education - High school graduate or equivalent
- Experience:
 - A minimum of five (5) years' experience in an Emergency Communications Center (ECC)
 - A minimum of two (2) years' experience as a coach/trainer in an ECC
 - A minimum of one (1) year experience in handling primary scheduling responsibilities for 24-hour staffing
- Currently hold, or the ability to obtain within one (1) year, the Basic Telecommunicator and Basic EMD certifications in the State of Oregon
- Completion or ability-to complete within one (1) year of hire, CTO & CTO Instructor training courses
- Completion or ability to complete within one (1) year of hire, APCO Emergency Medical Dispatch Manager (EMD-M) and APCO Emergency Medical Dispatch Instructor (EMO) courses
- Maintain familiarity and qualifications to work in a Communications Specialist duty position
- Equipment used - Multiple computers with keyboarding minimum of 35 wpm, radio communication equipment, computer aided dispatch system (CAD), fax machine, 9-1-1 telephone lines, copy machine and other equipment commonly used in a 9-1-1 PSAP
- Working knowledge of Microsoft Windows, Microsoft Word, Excel, and PowerPoint
- Have a demonstrated ability in leadership and supervision
- Excellent organizational skills and time management

- Effective oral and written English communication
- Ability to learn and implement District procedures, regulations, and requirements with respect to 9-1-1 Center operations and organization
- Ability to make independent decisions and solve problems pertaining to areas of responsibility
- Flexibility to work with others on projects as assigned
- Ability to maintain an informed and positive working environment for Communications Specialist and administrative personnel
- Must be able to remain calm in high stress situations

Position Facts of Interest

- Salary range \$5,576- \$7,117 monthly with full benefit package including health insurance, sick and vacation earned leave and public employee retirement (PERS) as well as participation in a deferred compensation plan and a tax-advantaged health reimbursement plan

Process

All Applicants:

- Letter of Introduction Review
- Interview
- Training/Teaching Demonstration
- Offer

External Applicants:

- All above+
- Application Review
- Background Investigation,
- Medical/Drug Screening

To Apply

All Applicants:

- A letter of introduction, that shall include:
 - o A summary of your work history and qualifications
 - o Why you are interested in this Training Coordinator position, what makes you an ideal candidate and how you can bring enhancements to this organization.

External Applicants:

- Submit a complete C911CD application, which can be obtained at www.columbia911.com

Internal posting open: Wednesday May 31st, 2023

External posting open: Wednesday June 14th, 2023

Closing date/deadline (internal and external): June 28th, 2023 at 5:00pm

Questions?: Mike Fletcher, Executive Director, MFletcher@columbia911.com
or Dannell Hooper, Operations Manager, DHooper@columbia911.com
Columbia 9-1-1 Communications District, PO Box 998, St. Helens, OR 97051