



Executive Director

Date Updated: August 16, 2017

Position Title: Executive Director

Supervisor: Board of Directors

Supervision Exercised: All District employees

Position Overview: The Executive Director is the Chief Executive and Administrative Officer of the District and is responsible to the Board of Directors. The Executive Director serves at the discretion and pleasure of the governing body, usually pursuant to the terms of an employment agreement. The Executive Director performs chief executive level work in planning, organizing, directing and coordinating the operations of the District's 9-1-1 public safety answering point and dispatch communications system for all law enforcement, fire, emergency medical service and related providers based in Columbia County. The position is in the public sector and FLSA and collective bargaining exempt.

Working Environment: Work is performed primarily at the Columbia 9-1-1 Communications District office facility and in conjunction with strategic partners throughout the County at other locations. Necessary travel is required in connection with training, conferences, meetings and external outreach.

Qualifications:

- No Criminal History and CJIS background qualified.
- Valid Driver's License and Proof of Vehicle Insurance
- Education – Bachelor's Degree or a combination of education and experience to include: coursework and experience in the areas of contract development, budget preparation, and intergovernmental relations and/or agreements; at least five(5) years management experience in relevant public administration, public safety (emergency response), public finance, emergency telecommunications, public safety communications technology; familiarity with Oregon laws governing public bodies; or any satisfactory combination of the required knowledge, experience and skills.

Essential Job Functions:

Physical:

- Must be able to lift 50 pounds
- Visual and hearing acuity required
- Must be able to bend, reach, climb ladders
- Must be able to operate various tools, machinery and computer systems

Mental:

- Must possess ability to remain calm in stressful environment of crisis & emergency events
- Must be able to demonstrate the ability to prioritize duties and complete duties timely
- Must possess the ability to adapt to the stresses of supervision
- Demonstrate innovative thinking by making necessary decisions and solve problems pertaining to 9-1-1 dispatching and training without supervision



Examples of Principle Duties:

- The ability to make prompt, accurate and appropriate decisions; recognize and resolve or reduce conflict; provide clear explanations to staff and agency representatives and communicate staff and agency requirements and ideas to decision makers
- Plans, organizes, evaluates and directs the operations and maintenance of the District facilities, equipment and services within the guidelines established by the Board
- Delegates duties and authority to subordinate management staff
- Ensures operational readiness of the 9-1-1 center facility and systems, remote communications system and sites through oversight of maintenance and testing programs, long and short-range planning and implementation of approved upgrades. Ensures fair and uniform personnel administration, including resolution of grievances. Participates, as directed, in labor negotiations
- Analyzes and recommends staffing levels, equipment purchases and system improvements to meet operational needs
- Meets regularly with the Advisory Committee and with staff and facilitates communication and positive relations between the Board, Advisory Committee, Budget Committee, staff and any special committees
- Facilitates on-going long and short-range planning by staff and the Board
- Develops, implements and directs operating procedures based on policy decisions by the Board
- Directs preparation and administration of the annual budget
- Maintains ongoing facility and operational security procedures according to state, local and federal best practices and recommendations
- Participates in and represents the agency at state organizations, commissions, task forces, elected Boards, Advisory Committee, Councils, Legislature and groups related to 9-1-1 planning and public safety communications.
- Assures best practices are followed in the day-to-day operations of the District
- Ensures District compliance with changing laws and regulations affecting public employees and delivery of emergency communications services.
- Assures Board and Advisory Committee awareness of emerging legislative issues and legislative actions impacting District operations and goals; makes responsive policy and procedure recommendations
- Assures that service complaints are promptly resolved, ensures ongoing effectiveness of quality assurance programs and maintains an on-going program of public relations and public education in the District
- Establish and maintain effective working relationships with subordinates, public and private officials and the general public, effectively delegating authority, motivating and supervising the activities of subordinate staff
- Direct the training of staff in job skills and responsibilities
- Objectively investigating and analyzing reported personnel and systems deficiencies and irregularities and recommending changes as needed
- Responsibly manage the expenditure of public funds.
- The ability to express ideas effectively orally and in writing.



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- Develop and implement the District Communication Plan and related internal and external strategies in collaboration with the Board in order to foster and maintain positive relations.