



Position Announcement Columbia 9-1-1 Communications District Administrator

The Columbia 9-1-1 Communications District in St. Helens, Oregon is currently recruiting qualified applicants to fill the Administrator's position. The position will be vacant due to retirement. This position reports directly to the elected District Board of Directors.

This is an executive level position that is charged with planning, organizing, directing and coordinating the operations of the countywide 9-1-1 public safety answering point and dispatch communications system for all law enforcement, fire, EMS and related providers based in Columbia County. The Administrator is responsible to the five-member Board of Directors of the District and serves at their discretion.

The District is located along the beautiful Columbia River north of Portland. This highly progressive Special District serves an area of 687 square miles and a population of approximately 50,000. It serves as the county's single public safety answering point and dispatch center. Columbia 9-1-1 Communications District is a participating agency in the U.S. Department of Homeland Security Portland Urban Area Security Initiative and utilizes state-of-the-art technology systems. The District has 25 employees and provides services to 17 public service agencies, which pay no user-fees to the District. The annual budget is almost \$6.8 million. The center handled over 65,000 dispatched incidents in fiscal year 2008-09.

The ideal candidate will possess the following:

- A Bachelors degree in business, public safety administration, public administration or a closely related field; or relevant applicable certifications and a minimum of five years progressive responsibility in public safety administration, public safety communications management.
- Or, the equivalent of ten years combined education and progressive responsibility and experience necessary to demonstrate the ability to manage a communication district effectively through the work of others.

The ideal candidate will:

- Be a proven leader who possesses high ethical standards and strong interpersonal skills.
- Be capable of maintaining established relationships with an effective, professional staff and effective partnerships with diverse community stakeholders, state and regional entities.



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- Demonstrate success in applying sound business and fiscal principles to the operation and delivery of services for the communication district
 - Possess the ability to develop and implement long term strategic plans to maintain and improve quality, efficient service.

Salary Range: \$85,000 - \$100,000 DOQ. Excellent benefit package that includes excellent health and retirement benefits including PERS/OPSRP and Deferred Compensation match, and more.

To apply for this position, please submit your resume and a letter describing the education, certification, and employment experience that qualifies you to be the next Administrator for Columbia 9-1-1 Communications District.

Mail your letter and resume to the following address by the deadline indicated below:

Columbia 9-1-1 Communications District
c/o Emergency Services Consulting International
25200 SW Parkway Avenue, Suite 3
Wilsonville, OR 97070-9616
800-757-3724
E-mail: info@esci.us

All application materials are available for download at
www.esci.us

Application Deadline: 3:00 PM PDT - Tuesday, August 31, 2010

Note: Candidates will be notified as soon as possible after the above closing date about their status in this hiring process. Candidates who are selected to participate in the next phase will be sent detailed instructions regarding submitting applications and other supporting documents.

For additional information see: www.columbia911.com, and search Columbia County, Oregon.