**Kitsap 911 Class Specification**

**Title: EXECUTIVE DIRECTOR**

**Reports To:** Kitsap 911 Board of Directors

**Manages/Provides Direction to:**  Kitsap 911 Deputy Director, Human Resources and Finance Managers, Administrative Specialist, and indirectly, all subordinates to these positions.

**General Description**

The Executive Director plans, organizes, and directs all operations for the County-wide Enhanced-911 communications system (Kitsap 911) including various telephone, radio, teletype (CRT) and other communications systems serving Law Enforcement, Fire Service and Emergency Medical response agencies in Kitsap County. The Director serves as chief staff advisor to the elected jurisdictional officials that comprise the Kitsap 911 Board of Directors, various other departments and multi-jurisdictional public safety agencies on all emergency communications matters in the County. Kitsap 911 values our community’s diversity and strives to reflect that diversity in our staff and respect that diversity in the delivery of our services.

The Executive Director is accountable to the Kitsap 911 Board of Directors and works closely with them for matters dealing with policy, administration and budget. The Executive Director works under broad directives with considerable latitude for independent judgment to effectively implement goals and decisions and provides ongoing status reports of significant activities and programs-and/or actions to be taken which are consistent with Federal, State and local statutory guidelines or regulations and decisions of the Boards. An Executive Board consisting of four Policy Board officials provides review, guidance and direction for effective management of assigned functions. Additionally, the Executive Director interacts and coordinates directly with the Kitsap County Sheriff, the Police and Fire Chiefs of the cities of Bremerton, Bainbridge Island, Port Orchard and Poulsbo and the elected Commissioners and Fire Chiefs of all Fire Districts in the county as well as the County Medical Program Director and Emergency Medical Services Council. Action is also coordinated with an appointed Strategic Advisory Board consisting of the Undersheriff, two city police chiefs and three fire chiefs from both city and fire district agencies.

**Expectations and Examples of Duties:**

This job description reflects the general concept and intent of the classification of Executive Director and should not be construed as a detailed statement of all work requirements that may be inherent in the position:

* Direct department operations for Kitsap 911 to achieve goals within budgeted funds and available personnel; approve workloads and staff assignments, review progress, direct changes in priorities and schedule as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and legal regulations.
* Provide planning leadership and direction and develop short and long-range plans, goals, and objectives for department operations; review and approve annual, five-year, and comprehensive plans; coordinates departmental activities with other County departments and outside governmental agencies.
* Provide administrative leadership, and approves the selection, supervision, and evaluation of staff for the department. Establish work rules and performance standards. Conduct or oversee performance evaluations and initiate and implement disciplinary actions as warranted. Resolve grievances and other sensitive personnel matters. Provide for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.
* Prepare and justify departmental budget based on staffing and resource requirements, cost estimates, cost share distribution formulas, usage based service schemes and departmental objectives and goals. Present the annual Kitsap 911 budget to the Kitsap 911 Executive Board and Kitsap 911 Board of Directors. Monitor all fiscal operations of the department; approve all department expenditures; supervise the purchase and acquisition of supplies and equipment. Manage multi-million dollar bond-loan projects and system upgrades to maintain a proficient and effective countywide public safety emergency communications/emergency management system. (CALEA 2.4.1)
* Responsible for key liaison local, state and federal officials and board and commissions overseeing Kitsap 911 operations to interface and coordinate day-to-day services and emergency communications plans and preparedness in the event of civil or national disaster.
* Serve as negotiator and mediator to resolve conflicting demands for service.
* Administer labor contracts and personnel rules at the department level; resolve employee grievances; recommend the formulation and implementation of labor relations policy and is a member of the Kitsap 911 management team for contract negotiations. (CALEA 3.3.1a)
* Establish and implement policies, procedures, safety requirements and standards for the efficient and effective operation and maintenance of assigned functions at Kitsap 911.
* Serve as key liaison with telephone companies, and the Washington State ACCESS system for all telephone and teletype service, and with the Federal Communications Commission and law enforcement and fire frequency coordinators for necessary radio frequency channel allocations and licensing. Works in a highly organized manner, and is able to meet deadlines and adhere to reporting timelines.
* Provide courts with expert witness testimony when requested, in matters of tape reproductions, communications, etc. for criminal/civil trials, as needed.
* Analyze current trends and operations for adequacy of service, recommends improvements to existing facilities, equipment and operating systems of the department, including overseeing the technical equipment maintenance, and upgrades. Develop, plan and implement highly complex technological programs to maintain currency with the constantly changing world of digital communications and adequacy of hardware and software changes, including staff training and proficiency. Direct the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned operations.
* Confer with the Kitsap 911 Deputy Director and other subordinates on problems related to programs and activities, furnishing administrative and technical advice and support. Confer with the Kitsap 911 Board of Directors, Kitsap 911 Executive Committee and Strategic Advisory Board to develop program emphasis and major department policies, budgetary allotments, staffing levels and department procedures.
* Provide Kitsap 911 and County representation on various committees and before special interest groups, and other groups on local, state and federal levels. Serve as a voting member of the Kitsap County Law and Justice Council and Emergency Medical Services Council.
* Direct the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Approve departmental responses to the most sensitive or complex inquiries or service complaints.
* Analyze and evaluate law enforcement, fire service and emergency medical service response protocols and make recommendations to public safety officials for standardization and the effective delivery of emergency communications services
* Administer the inventory of property assigned to Kitsap 911, including on-site, at all radio/base station locations throughout the County.
* Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

**Working Environment/Physical Requirements:**

Work generally take place in an indoor climate-controlled environment.

The position requires the ability to:

* Attendance at meetings and observation of various shift activities will require working evening and other odd hours on occasion.
* Must have a private telephone line to residence for 24-hour availability
* Possess a ready and dependable means of transportation in order to ensure 24-hour availability and attend meetings outside the work area.
* Must be willing to carry a pager and/or cellular phone.
* Possess and maintain a valid Washington State Driver’s License
* Speak and hear sufficiently to communicate effectively and respond appropriately in telephonic and in-person contact with the public, special interest groups, County, City and District officials, appointed police and fire chiefs, other government agencies and County departments require that the incumbent have the ability to communicate effectively.
* Must be able to collect, assimilate and analyze data and information related to operations, equipment and functions and prepare appropriate recommendations.
* The incumbent may be required to respond regardless of external factors.

Kitsap 911 is a critical 24/7 public safety agency which operates in all weather and emergency conditions.

**Knowledge & Abilities:**

Extensive knowledge of: Principles and procedures involved in the operation of public-safety radio, telephone, teletype (CRT), computer aided dispatch, mobile computer terminals, microwave, analog and digital communications, alarm and all other manner of 911 and emergency communications equipment.

Thorough knowledge of: Management and supervisory principles and practices including program planning, budgeting, direction, coordination and evaluation. Application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment. Principles and practices of public administration.

Knowledge of: Practices and principles of government fiscal management, including budget preparation, expenditure control, grant writing, and record keeping. Practices and principles of law enforcement, fire service and emergency medical response policies and procedures

Ability to: Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating work of subordinates. Develop departmental goals, budget, and objectives and to conduct and implement planning activities. Analyze and evaluate department operation, applying judgment and discretion in resolving problems and interpreting policies and regulations. Establish and maintain accurate records of assigned activities and operations. Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations. Establish and maintain effective working relationships with co-workers, elected and public officials, the Kitsap 911 Board of Directors, Emergency Management Council, Kitsap 911 Executive Committee, Strategic Advisory Board and the other officials, representatives of other agencies, and the general public.

**Education:**

Bachelor's degree in business of public administration, communications, or closely related field from a college or university accredited by an agency recognized by the US Department of Education or equivalent, and five years of progressively responsible professional level experience in public-safety communications and/or emergency management planning, including three years of managerial responsibilities, is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work

**Licenses, Certificates & Other Requirements:**

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver’s License and the appropriate amount of automobile insurance.

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Must have a private telephone line to residence for 24-hour availability, a ready and dependable means of transportation and be willing to carry a pager and/or cellular phone.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and drug test will be conducted on all successful applicants prior to their being appointed to this position.

**The Executive Director is:**

* Classified as exempt under the Fair Labor Standards Act (FLSA), and is not eligible for overtime.
* Additional education, licenses, certifications and other requirements necessary to meet Kitsap 911’s business needs may be required at the time of recruitment. If so, these requirements will be specifically stated in the job posting.

Kitsap 911 is an Equal Opportunity Employer. (CALEA 4.1.4c)