

EXECUTIVE RECRUITMENT FOR Communications Center Executive Director





Sweetwater County

Sweetwater County is located in southwestern Wyoming, sharing a border with Utah and Colorado. Originally created in 1867, its county seat is Green River. Sweetwater has a population of about 45,000. By area, it is the largest county in Wyoming.

The total area is about 10,000 square miles and Sweetwater is the largest county in Wyoming. In fact, Sweetwater County is larger than six states and is the eighth-largest county in the United States (not including boroughs and census areas in Alaska). Most of the Great Divide Basin lies within the County, comprising the northeastern quadrant.

<https://livability.com/wy/rock-springs/magazine>.



Combined Communications Center

The Sweetwater Combined Communications Joint Powers Board consists of members appointed from the City of Rock Springs, City of Green River, and Sweetwater County. There are nine members on the Board with three members from each entity.



Agencies and Organizations Dispatched through the Sweetwater Combined Communications Center

Law Enforcement

- Rock Springs Police Department
- Green River Police Department
- Sweetwater County Sheriff's Office
- Granger Police Department
- Bairoil Police Department
- Superior Town Marshal

Fire Departments

- Green River Fire Department
- Sweetwater Fire District #1
- Eden-Farson Fire District
- Granger Fire Department
- Superior Fire Department
- Wamsutter Fire Department

Emergency Medical Service

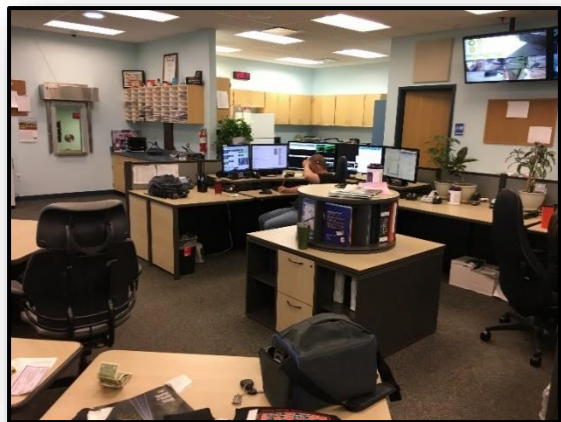
- Castle Rock Ambulance
- Farson Ambulance
- Wamsutter Ambulance

Emergency Management

- Sweetwater County Emergency Management

Executive Director Duties

- Performs responsible administrative and professional work in directing the activities of the City of Rock Springs, Wyoming; City of Green River, Wyoming; Sweetwater County, Wyoming, Combined Communications Joint Powers Board (Board).
- Plans, organizes, directs, and coordinates the activities and day-to-day operations of the Board.
- Coordinates all public safety communications and dispatches in the Cities of Green River and Rock Springs, as well as all other public agencies and entities in Sweetwater County.
- Coordinates the Enhanced 911 (E911) System.
- Maintains a functional rural and municipal addressing system and address database in conjunction with Emergency Management, Sweetwater County Planning & Zoning, and the Cities of Green River and Rock Springs. This includes a Master Street Address Guide for the response areas of the various response agencies served by the Board.
- Works with all city and county departments to coordinate their combined communications needs in responding to requests for information and complaints from citizens and the media.
- Responsible for operation, maintenance, training for, and upgrading as required, of the emergency back-up dispatch consoles and the portable communications center.
- Provides staffing for the communications function of the Emergency Operations Center when activated.
- Coordinates with the Board to prepare the Board's annual budget for review and approval by the Board.



Minimum Training Requirements

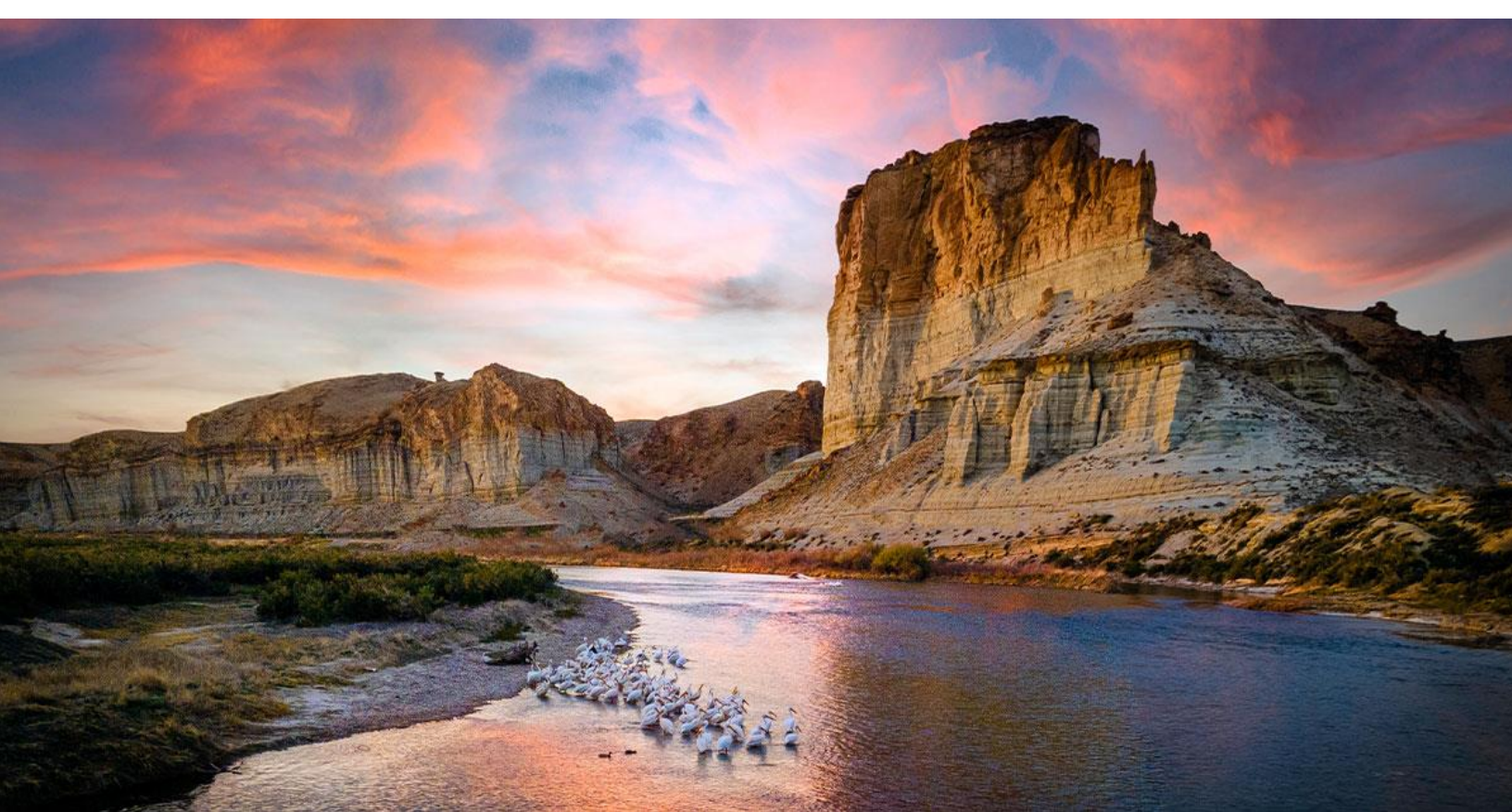
- Two-year Associate Degree in public or business administration, management and supervision, criminal justice, or a related field of study, or comparable training and experience.
- Two or more years' experience in public safety dispatching with three years' experience in supervising staff in dispatching or related field; alternately, three or more years' experience in mid-level or executive management in a public safety department or agency. In the case of the latter the candidate will be required to demonstrate sufficient knowledge of dispatch procedures so as to be a strong, informed advocate for the Communications Center and its personnel.
- Bachelor's Degree in public or business administration, management and supervision, criminal justice, or a related field of study, from an accredited four-year college.
- Minimum of five years' experience in public safety dispatching.
- Three years' experience of progressive responsibilities for supervising ten or more staff that work various shifts.

Preferred Education, Training and Education

Special Requirements

- Must comply with all Board background check requirements prior to initial employment.
- Must obtain POST certification within 12 months of hire.
- Must reside in Sweetwater County, and/or be able to relocate primary residence to Sweetwater County within 90 days of initial employment.





Candidate Attributes

- Ability to understand and enforce personnel policies and procedures of the Sweetwater Combined Communications Center.
- Knowledge in E911 Emergency Operations, communications equipment, CAD dispatching, Mobile Data Terminals (MDT), and related technology.
- Proficiency in operation, maintenance and use of computers, computer systems, and related software.
- Knowledge of Geographical Information Systems (GIS) information and application.
- Basic knowledge of emergency management operations.
- Knowledge of local, state and federal laws, ordinances, and regulations governing radio communications and 911.
- Knowledge in preparing and administering budgets and grants.
- Knowledge of research methods and procedures.
- Ability to manage, direct, and supervise personnel on a daily basis.
- Ability to interpret and apply laws, rules, regulations, and policies.
- Ability to think clearly and act quickly, calmly, and decisively in emergency situations.
- Ability to establish and maintain effective working relationships with employees, officials, agencies and the public.
- Effective communication and interpersonal skills; ability to interact with co-workers, supervisors, subordinates, and the general public to exchange or convey information and to provide and/or receive work direction

For more information and a complete job description visit us online:

<https://esci.us/executive-recruitment/>



Sweetwater Combined Communication Center

Executive Director

\$85,000 - \$120,000

*Starting salary is dependent upon experience and qualifications.
The Board also offers an excellent benefit package.*

Please submit a signed and completed application, a resume, and any other relevant supporting documentation

This is an open application until filled. First review of resumes will be November 15th.

Application materials including **required application** are available at:

<https://esci.us/executive-recruitment>

And must be sent electronically, with return receipt request, to:

recruitment@esci.us



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