



Executive Recruitment

• 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 County has a total

area of about 10,000 square miles and 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 county's northeast quadrant.

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

Sweetwater Combined Communications

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

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

Emergency Medical Services

- Sweetwater Medics
- Castle Rock Ambulance
- Farson Ambulance
- Wamsutter Ambulance

Emergency Management

- Sweetwater County Emergency Management



Minimum Education, Training and Experience Requirements

- Two-year Associate's Degree in public or business administration, management and supervision, criminal justice, or a related field of study.
- Minimum of eight 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 Experience

- 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.
- Eight years' experience in a multi-discipline public safety PSAP/Communications Center, with five years of progressive responsibilities managing twenty or more employees.

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.



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 Combined Communications Center.
- 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.
- Develops and administers the annual budget for the Communications Center
- Engages the Board and Stakeholders in strategic planning for future goals and objectives.



Candidate Attributes

- Thorough knowledge of Board personnel policies and procedures.
- Considerable 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.



Sweetwater Combined Communication Center

Executive Director

\$90,000 - \$110,000

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 documentations

no later than 5:00PM EST on Wednesday, May 23, 2018

Application materials must be sent electronically, with return receipt request, to:

recruitment@esci.us