



*Join our dynamic
team dedicated to
Excellence in Public
Service!*



Communications Center Manager

(Emergency 911 Dispatch)

Washoe County Sheriff's Office

Reno, Nevada

Annual Salary

\$83,699—\$108,784

Salary cap may be negotiable depending on experience and current compensation





THE WASHOE COUNTY SHERIFF'S OFFICE

The Washoe County Sheriff's Office provides law enforcement services for the unincorporated area of Washoe County. We also are responsible for operating the only adult detention facility for pretrial detainees and sentenced misdemeanants within Washoe County. The Sheriff's Office is divided into three Bureaus. While each Bureau has a unique function, they impact the operation of the other Bureaus.

The Administrative Bureau includes Background Investigations, Community Relations, Training, Fleet Services, Research and Development, Records and Civil Sections, Dispatch, the Forensic Sciences Division and oversight of the Public Safety Training Center.

The Detention Bureau includes the administration of the detention facility, alternative sentencing programs, inmate programs, transportation of inmates to court and medical appointments, court security and commissary services for inmates.

The Operations Bureau includes Patrol, Detectives/Investigations Unit and Special Operations Divisions.

THE MISSION

Dedicated to preserving a safe and secure community with professionalism, respect, integrity and the highest commitment to equality.

THE VISION

The Washoe County Sheriff's Office strives to ensure public safety by building trust and creating partnerships within the diverse communities in which we serve. We will promote the dignity of all people supported by our words and actions through open communication while fostering an environment of professionalism, integrity and mutual respect.

CORE VALUES

PRIDE - Professionalism, Respect, Integrity, Dedication, Equality

MOTTO

Commitment to Community

THE COMMUNITY

Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. The county covers an area of 6,600 square miles bordering California and Oregon.

Washoe County is dedicated to quality public service, effective communication and integrity, by enhancing the abundant quality of life in northern Nevada. Washoe County is home to over 6,600 sprawling square miles, bordering both California and Oregon with nearly half a million residents who call our region "home".

Washoe County's recreation and outdoors experiences are second to none with 49 beautiful parks, 161 miles of trails, and more than 10,000 acres of open space.





THE POSITION

This position will report to a Governance Board (to be developed) on budgetary, personnel, and strategic issues. The Governance Board may include members from local agencies who have contracts with the Communications Center.

Under administrative direction, this unclassified, appointed position manages, directs, and oversees the day to day operations of the Communication Center; supervises, assigns, reviews and participates in the work of staff responsible for providing emergency dispatch services for emergency and non-emergency law enforcement and other services, perform a variety of technical tasks relative to assigned areas of responsibility; and perform related duties as required.

Key duties and responsibilities include:

Direct, organize and supervise the functions and activities of the Communication Center.

Coordinate between the partner agencies to ensure cooperation for their continued usage of the Communication Center.

Develop, monitor and administer the Communication Center budget to ensure effective and efficient use of the Communication Center resources; ensure that all expenditures meet applicable regulations; communicate with the Communication Center boards and committees about the financial aspects of the operations.

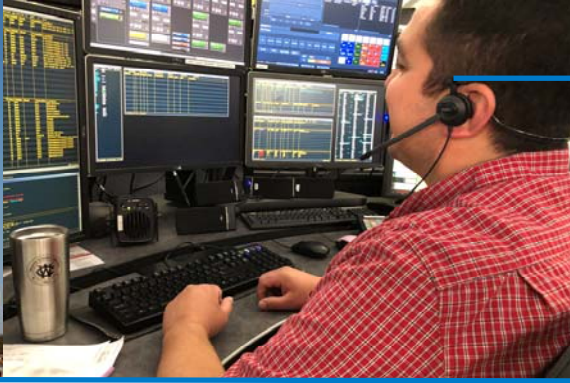
THE IDEAL CANDIDATE

Washoe County is seeking a strong leader with executive level management experience.

The ideal candidate is someone who is approachable, engaging, and dedicated to a team-oriented environment where sharing of information, ideas, and feedback is encouraged and supported. A commitment to the Sheriff's Office vision, mission, and organizational priorities and the ability to strategize, prioritize and execute programs and services will be highly valued.

The Communications Center Manager will represent the Sheriff as chair of the Operations Committee; support the Governance Board and participate on designated boards including the E911 Committee, 800mhz User Group and other boards as needed; develop and make presentations, operations manuals, preparation of agendas and minutes; prepare staff reports, and complete special projects as assigned. The selected candidate will possess excellent communication and interpersonal skills and the ability to engender trust and establish highly effective working relationships with assigned staff, employees, elected officials, organizations and the public. The ideal candidate will have demonstrated ability to make effective presentations to a variety of audiences including elected officials and the general public.





EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or a closely related field and five years of full-time progressively responsible experience in the management/administration of a Communication Center or similar type of training institution. Candidates with an equivalent combination of education and experience are encouraged to apply.

COMPENSATION AND BENEFITS

The annual salary for this position is \$83,699 - \$108,784 depending on experience.

Washoe County also offers employees an exceptional benefits package that includes:

Retirement Plans including NV PERS-Public Employees' Retirement System (County paid contribution) and **Deferred Compensation Plans**.

Health, Dental, Life and Vision Insurance - Washoe County contributes 100% of the premium for employees and 50% of the premium for dependent coverage after 90 days of employment.

Vacation Accrual at the rate of 96 hours annually for the first three years of employment, which gradually increases to a maximum of 200 hours annually.

Sick Leave accrual at the rate of 10 hours per month for the first 10 years of full-time service and 12 hours per month thereafter.

Merit Increases of 5% paid annually to eligible employees until position's maximum salary received.

Moving expense reimbursement is not available.

TO BE CONSIDERED

Qualified candidates are encouraged to apply at

<https://jobs.washoecounty.us/joblisting/>

Submissions should include:

Compelling cover letter, including current compensation, comprehensive resume and professional references.

TENTATIVE TIMEFRAME

April 17, 2020 Filing Deadline.

Week of April 20, 2020 Screening Committee reviews candidate material to identify candidates with the most potential for success.

Week of April 20, 2020 Candidates contacted with their status.

Week of May 4, 2020 Top candidates interviewed. Final candidates selected go through a complete criminal justice background investigation.

July 1, 2020 Anticipated start date.

If you have any questions, please contact Julie Paholke, Human Resources Analyst, via email at jpaholke@washoecounty.us.





As an equal opportunity employer, Washoe County values diversity in its work force and does not discriminate on the basis of sex, race, color, age, religion, sexual orientation, disability, national origin, or gender identification or expression in the activities in which it operates.

For additional information about Washoe County, please visit www.washoecounty.us

RESOURCES

Washoe County Sheriff's Office

www.washoesheriff.com

Washoe County

www.washoecounty.us

Reno-Sparks Convention and Visitors Authority

www.visitrenotahoe.com

The Chamber Reno/Sparks/Northern Nevada

<http://thechambernv.org>

City of Reno

www.reno.gov

City of Sparks

<http://cityofsparks.us>

Economic Development Authority of Western Nevada

<http://www.edawn.org>

DownTownReno.com

www.DownTownReno.com

State of Nevada

<http://nv.gov>

Truckee Meadows Tomorrow

<https://www.truckeemeadowstomorrow.org>

