



Lake County 911

2293 N. Main Street
Suite A-312
Crown Point, IN 46307
219.755.6510

Mark Swiderski, CPE, ENP
Executive Director

Christine Trajkovski, CPE
Deputy Director of Operations

Corbin Bish, CPE
Deputy Director of Support Services

Job Posting

Office Manager Lake County Emergency Communications

Lake County Emergency Communications (LCEC) in Crown Point, Indiana is accepting applications for the position of Communications Supervisor. LCEC is a consolidated 9-1-1 center that provides 9-1-1 dispatch and radio services for 19 Police and 24 Fire and EMS agencies. LCEC serves a population of approximately 450,000 residents within Lake County Indiana. LCEC has a staff of 125 and employs 105 full-time Telecommunicators.

The Office Manager is responsible for overseeing administrative tasks, managing payroll and purchasing, coordinating office procedures, and providing essential support to management. This role also plays a key part in ensuring the smooth operation of department functions and overall efficiency within the organization.

The ideal candidate is highly detail-oriented, possesses strong organizational and time-management skills, and thrives in a fast-paced environment. They should be proactive, adept at multitasking, and proficient in Microsoft Office Suite and office management software. Experience with financial documents, budgeting, or purchasing is a plus, and while knowledge of public safety, emergency communications, or government administration is preferred, it is not required.

The salary is \$50,400

Candidates must submit application, resume, cover letter, and three references by 09:00 AM on Monday June 9th, 2026 to:

Lake County Emergency Communications

Executive Director Mark Swiderski
2293 North Main Street Suite A-312
Crown Point, IN, 46307
Or via email at directors@lcec911.org