

# KLAMATH 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT OREGON



**Executive Director**

**\$90,353 - \$125,000**

*Plus competitive benefit package*

**Apply by February 24, 2025**



# **Executive Director**

## **Klamath 9-1-1 (Oregon) Emergency Communications District**

### **Position Details**

#### **Full-Time Position**

**Salary Range:** \$90,353 - \$125,000 (exact placement within the salary range dependent on qualifications)

**Benefits:** Competitive benefit program that includes health, dental and vision insurance (currently 93% employer paid), employer paid Oregon PERS retirement, earned (vacation) leave, sick leave, and HRA VEBA contribution.

### **The Area**

Klamath County is situated in south central Oregon bounded on the east by Lake County, on the north by Deschutes County, on the west by Jackson and Douglas Counties and south by California. The county is Oregon's fourth largest at 6,135 square miles, with a population of approximately 69,000 citizens.

Klamath County is home to Crater Lake which at 1,943 feet deep, is the deepest in the United States and the seventh deepest lake in the world. Klamath Lake, just outside of Klamath Falls, is the largest freshwater lake in Oregon and one of the largest in the United States. With nearly 300 days of sunshine per year the City of Klamath Falls is known as Oregon's "City of Sunshine".



The District has several major transportation routes including Highways 97 and 140, with ready access to the rest of the State of Oregon and Northern California.

The District's location allows for short travel times to the Rogue Valley, Central Oregon, and the rest of beautiful southeastern Oregon. The Oregon Institute of Technology campus is located within the City of Klamath Falls and Sky Lakes Medical Center is a full-service hospital serving the area. From fishing, to camping, skiing, to theatre, to county fairs, there are a wide variety of recreational and cultural activities within the area.

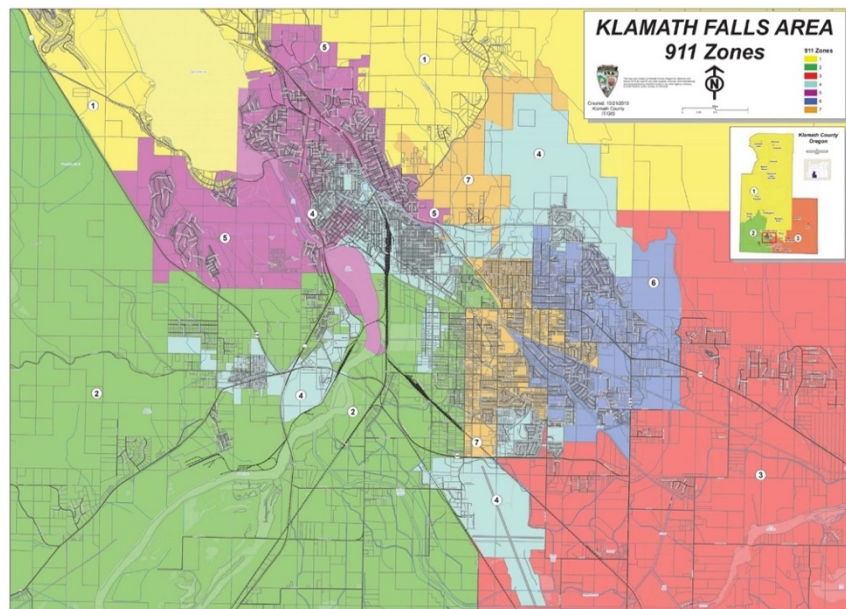
### **The District**

The Klamath 9-1-1 Emergency Communications District was formed in 1986 and became an Oregon special district in 1997. The District is governed by a citizen Board of Directors elected from seven geographic zones within Klamath County. The Board governs with the participation of an Advisory Committee consisting of appointed members from various public and private safety organizations within the district. The Board also appoints up to seven citizen members to its annual Budget Committee.

Klamath 9-1-1 Emergency Communications District is the single public safety answering (PSAP) and dispatch point for all of Klamath County, Oregon. The District answers more than 9,000 incoming telephone calls – 4,500 of them 911 calls – per month making it the busiest per-

seat 911 center in the State. The District serves twenty- seven (27) public safety agencies including Klamath Falls, Merrill, and Malin Police Departments; Klamath County Sheriff's Office; and all Fire and Ambulance districts within the County. Additionally, the District provides communications support services for the Oregon State Police, Oregon Department of Forestry, Oregon Institute of Technology, Union Pacific Railroad, U.S. National Forestry and Klamath County Parole and Probation. In January 2025, Klamath 911 began providing PSAP and dispatch services to neighboring Lake County under an intergovernmental agreement adding an additional nine (9) public safety agencies.

Klamath 9-1-1 enjoys a positive working relationship with public safety and emergency providers together serving the needs of people and communities throughout Klamath County.



## **The Position**

The Executive Director is the Chief Executive Officer (CEO) of the District. The Director reports directly to the elected Board of Directors and recommends policy to the Board and implements those policies for District operations. Through leadership and management skills, the Executive Director develops and administers the agency's operational plans.

The Executive Director has overall management responsibility for the 911 center. This position requires a high degree of independent judgement and professional decision making.

The Executive Director is responsible for coordinating, overseeing, mentoring, coaching, and training the District's 15 fulltime employees.

The Executive Director is the "face" of the District, regularly communicating with the District's employees, the public, the media, and the District's partner agencies.

## **The Ideal Candidate**

The ideal candidate will possess the following attributes:

- The ability to plan, coordinate, and direct county wide emergency communications systems.
- Experience in preparing, recommending, and administering an annual agency budget.
- Skill in developing and maintaining reports and statistical information for administrative and regulatory purposes.
- The ability to recommend and clearly articulate policies to the Board of Directors.
- The ability to report all significant District activities to the Board of Directors on a regular basis.
- Knowledge of computer operating systems and radio systems necessary for the operation of an Emergency Communications center.
- Up-to-date and knowledgeable of changing technology related to Emergency Communications.
- Experience in employee selection and retention.
- Experience in communication with members of the media and citizens regarding items of interest to the public.
- Skill in communicating with other governmental agencies with the purpose of maintaining strong inter-governmental relationships with all user groups.

## **Required Education and Experience**

- **Education:** A Degree in Business Management, Public Administration or a related field is desired. A combination of education/experience may be substituted for a bachelor's or associate degree.
- **Experience:** A minimum of six years multi-discipline (law enforcement, fire, and EMS with transport) dispatch experience, which shall include at least two (2) years as a supervisor, or a position of equal or greater responsibility.
- **Certifications:**
  - Association of Public Communications Officials (APCO) - Registered Public Safety Leader or Certified Public Safety Executive
  - National Emergency Number Association (NENA) - Center Manager Certification Program or Emergency Number Professional Certification
  - State of Oregon, Department of Public Safety Standards and Training (DPSST) - Supervisory, Management or Executive Certificate in Telecommunications and Emergency Medical Dispatch (EMD)
- Any combination of experience/training that demonstrates the knowledge, skills, and abilities, may be considered in lieu of education and experience requirements.

*See job description for full position details and requirements.*



## **Selection Process Timeline**

*(Dates subject to change)*

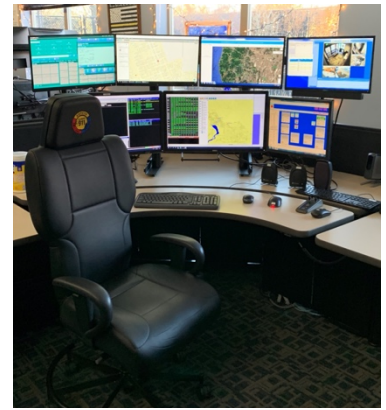
**Recruitment Period Opens:** January 27, 2025

**Recruitment Period Closes:** February 24, 2025

**Semi-Finalists Interviews (onsite):** March 17, 2025

**Tentative Start Date:** May 15, 2025

\*Candidates invited to the onsite interviews will be eligible for travel and lodging reimbursement to a maximum of \$500.



To review the full job announcement and job description and to complete the application please see this link:

<https://www.sdao.com/classifieds>.

**To be considered as a candidate, please submit a completed and signed application, resume, and cover letter to the address or email listed below. *Electronic submission is preferred.***

Attn. Shanta Carter  
Klamath 911 Emergency Communications District – Executive Director  
Special Districts Association of Oregon  
PO Box 23879  
Tigard, Oregon 97281

**-OR-**

Email: [scarter@sdao.com](mailto:scarter@sdao.com)

Questions regarding the position or the selection process can be directed to Senior Consultant Gordon Sletmoe at [gsletmoe@sdao.com](mailto:gsletmoe@sdao.com).

**Additional information about the Klamath 9-1-1 Emergency Communications District can be found at [www.klamath911.com](http://www.klamath911.com).**

