

Shelton, WA

EXECUTIVE DIRECTOR

\$95,000 - \$105,000

Plus Excellent Benefits

Apply by

February 11, 2024

(First Review, Open Until Filled)

PROTHMAN



THE REGION



Located between the Puget Sound and the Olympic Mountains, Mason County has approximately 67,000 residents and covers 1,051 square miles.

The City of Shelton is the only incorporated city within Mason County, with the surrounding communities of Allyn, Grapeview, Belfair, Hoodspport, Kamilche, Skokomish, and Union offering residents breathtaking views, world-class activities including scuba and skydiving, a thriving culinary scene from locally sourced and wild-caught food, and an active social calendar packed with live music and multiple community events. Shelton is the county seat and occupies an area of 6.1 square miles. With over 11,000 residents, the city is the population center and service provider for the region. Logging and lumber milling have long been the economic foundation for Shelton, but the economy has expanded in other areas as well. Shelton is in close proximity to Hood Canal, the only true saltwater fjord in the lower United States. Its clear deep waters provide world-class clamming, shrimp and salmon fishing, scuba diving, and miles of pristine shoreline for boaters, kayakers, and beachcombers to enjoy year-round. Immediately west of Shelton is Olympic National Park and Olympic National Forest where you will find mountain trails, thrilling vistas, temperate rainforests, waterfalls, and more. Lake Cushman, the Mt. El-linor Trail and the Staircase entrance to Olympic National Park are just three of the top attractions.

The Shelton School District is composed of seven schools: three elementary, one middle school for sixth and seventh grades, one junior high for eighth and ninth grades, one high school, and one CHOICE alternative school. Olympic College, a two-year community/technical college, has a campus in the northeast part of town.



THE ORGANIZATION

MACECOM is the Public Safety Answering Point (PSAP) for Mason County and dispatches for Law Enforcement, Fire and Medical for all of Mason County. MACECOM has two boards: the legislative board and the governing board, which consist of elected and appointed officials of each member agency or group of member agencies. User agencies include but are not limited to the Mason County Sheriff's Office, Shelton Police Department, Squaxin Island Tribal Police, and Skokomish Tribal Police, and 10 Fire Departments. Operating on a 2023 budget of \$2,871,607, MACECOM has 17 full-time dispatchers and 3 part-time dispatchers when at full capacity. MACECOM also operates with 5 administrative positions including the Executive Director, Deputy Director, Office Manager, Network - IT, and Public Safety Systems Manager, who oversees MACECOM's radio infrastructure.



THE POSITION

The Executive Director is responsible for planning, organizing, and directing all operations for MACECOM, including various telephone, radio, teletype and other communications systems serving law enforcement, fire, and emergency medical response agencies in Mason County. The Executive Director is accountable to the Governance and Legislative Boards and works closely with each on administration and budget matters. The Executive Director works under broad directives with considerable latitude for independent judgement to effectively implement goals and decisions. This position provides ongoing status reports of significant activities and programs and/or actions to be taken which are consistent with Federal, State and local statutory guidelines or regulations and decisions of the Boards.

For a full job description, please view the attachment found [here](#).

THE IDEAL CANDIDATE

Education and Experience:

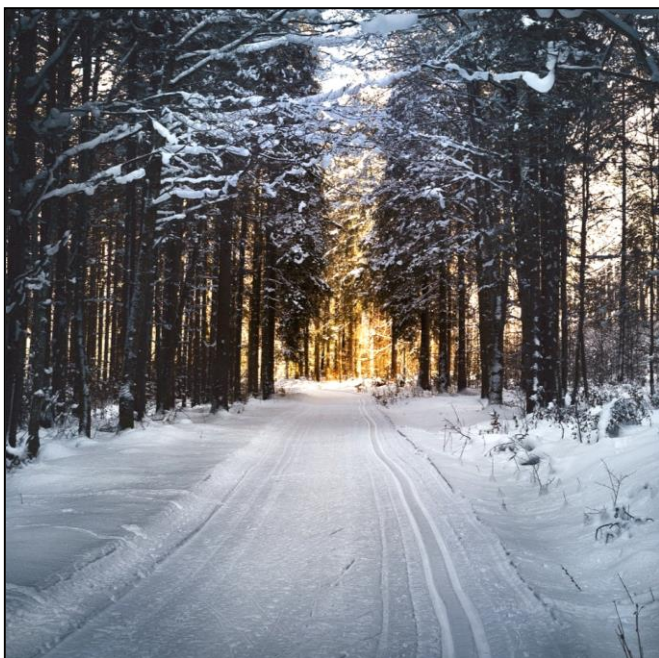
A bachelor's degree in business administration, communications, or a closely related field, and ten (10) years of progressively responsible professional level experience in public-safety communications, including five (5) years of administrative and managerial responsibilities; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work is required. The selected candidate must have a valid Washington State driver's license by time of hire and be able to obtain ACCESS Level 1 certification within 6 months of employment. Experience as a first responder is a plus.

Necessary Knowledge, Skills & Abilities:

- The ideal candidate will have strong leadership skills and the ability to manage staff, multiple agencies, and a Board that represents the broader community.
- Demonstrate strong communication skills and a proven track record of maintaining a calm demeanor in processing any complaints from staff or concerned citizens and dealing with the public in everyday activities.
- The ability to work courteously and effectively with Board members, community organizations and the general public.



- The ability to prepare clearly written reports and documents, including experience with the development and implementation of an agency's policies and procedures manual, and calculating and preparing various technical and statistical communications reports.
- The ideal candidate will bring the Board ideas and solutions rather than asking for the Boards advice and develop a clear vision and direction for the agency.
- Experience with updating outdated equipment, and a familiarity with researching alternative systems and funding.
- Experience calculating departmental budget figures and recommendations for submittal and supervising departmental expenditures.
- The ability to use sound professional judgment in the recommendation of communications policies and procedures to administer an excellent, well-rounded Communications Department and county-wide 911 system.
- The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exists.
- The ability to interpret a variety of information and instructions furnished in written, oral, diagram, or schedule form.



COMPENSATION & BENEFITS

- **\$95,000 - \$105,000 DOQ**
- 100% Medical, Dental and Vision Insurance
- Washington PERS
- Deferred Compensation Program (Up to 5% match)
- Generous Vacation
- Generous Sick Leave
- 10 Paid Holidays, and 2 Floating Holidays
- Telework Options Available



For more information on MACECOM,
please visit:

www.macecom.org

MACECOM is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 11, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "MACECOM, WA – Executive Director", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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