



PACIFIC COUNTY COMMUNICATIONS

POLICE | FIRE | EMS

300 Memorial Drive, P.O. Box 5 South Bend, WA 98586

Phone: 360.875.9397 | Fax 360.875.9401

JOB ANNOUNCEMENT

Office/Department: Pacific County Communications

Job Title: Public Safety Communications Supervisor

Division: 911

Salary: \$4,653-\$5,925 Monthly

Employment Type: Full-time, Regular

Union Status: 252 (Representing Public Safety Telecommunicators)

Close Date: Open until filled

Application

To apply, submit an employment application, cover letter, and resume to: Pacific County Communications, PO Box 5, South Bend, WA 98586 or by email to cochoa@co.pacific.wa.us

General Statement:

The Pacific County Communications Office serves as a vital hub for emergency services and public safety communications. Our mission is to provide timely and efficient communication services that enhance the safety and well-being of our community. We pride ourselves on our commitment to professionalism, integrity, and exceptional public service. Our team is dedicated to fostering a collaborative and supportive work environment where every employee plays a critical role in our success.

Position Overview:

The Pacific County Communications Office seeks a dedicated and experienced Public Safety Communications Supervisor to lead and enhance our operations. In this role, you will work closely with the 911 Director to ensure efficient and effective service delivery to first responders and the citizens of Pacific County. You will review and oversee the work of staff managing emergency, non-emergency, and administrative calls, ensuring adherence to the Dispatch Center's mission, standards, and established policies. This position also involves coordinating in-house training activities for dispatchers and identifying operational needs for compliance with regulations.

Other duties include:

- Operate emergency communications consoles and related telecommunications equipment.
- Utilize computer-aided dispatch software, word processing, and spreadsheet applications.
- Select, train, supervise, and evaluate the performance of dispatch employees.
- Develop and implement policies, procedures, and work standards for dispatching.
- Oversee the operations and personnel of the 911 Center to ensure compliance with guidelines.
- Address and resolve citizen complaints with diplomacy and tact.

What We Offer Employees:

- Paid Leave: Full-time Union 252 employees earn between 15.33 - 23.33 hours of vacation and 8 hours of sick leave a month.
- Competitive salary
- A comprehensive benefits package, including health insurance, retirement plans, dental and vision.



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Here at PACCOM, we believe that every team member contributes to our success. We value dedication, hard work, and a positive attitude. By joining us, you'll have the opportunity to work alongside experienced professionals who are eager to share their knowledge and support your growth.

Qualifications

- High school diploma or GED required.
- Valid Washington State driver's license.
- Two years of experience as a Public Safety Telecommunicator, with advanced knowledge of police, fire, and medical communication
- Ability to type 40 words per minute, read maps, and lift up to 40 lbs.
- Willingness to work varying shifts, including overtime and holidays.
- Strong communication skills with the ability to interact with diverse populations.
- Must pass a multi-phase testing process, including background investigations
- complete required training within one year of employment.

Licenses and Requirements:

Applicants must be U.S. citizens who can read and write in English.

Candidates must be able to pass a multi-phase testing process, including an extensive background investigation, polygraph, and psychological test.

Application Process:

Interested candidates are encouraged to obtain an application from the Pacific County Communications Center, via email at cochoa@co.pacific.wa.us, or on the Pacific County Employment Opportunities website.

<https://www.co.pacific.wa.us/employment/index.htm>

Please complete the Pacific County application for employment and submit it, along with any supporting documents,

to:

Pacific County Communications Center

PO Box 5 South Bend, WA 98586

You may also apply in person at the Communications Office located in the basement of the Pacific County Courthouse or by emailing cochoa@co.pacific.wa.us.

Pacific County is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We look forward to welcoming a new member to our team who shares our dedication to public service and community safety.