

Charlevoix Cheboygan Emmet Central Dispatch 911 Authority Seeks Executive Director

This type of position, in this type of location, does not become available very often! This was the first multiple county 911 dispatch in the state of Michigan. The Authority office is located in Petoskey on the northwest side of Michigan, 50 miles south of the Mackinac Bridge.

The position leads a team of 20 that process and dispatch emergency and non-emergency calls for assistance, efficiently and accurately, and provides primary critical support to citizens and emergency service agencies by compiling, maintaining, and providing accurate information to elevate the response experience.

The Authority requires a leader that brings knowledge of public safety and emergency services along with team leadership for a healthy work environment. The Authority requires an individual that accomplishes tasks in a timely, ethical, and honest manner. Financial responsibility is required when preparing, monitoring and adhering to the budget for this \$2 million organization. The position reports to the board and interacts with a variety of stakeholders. Project management, excellent communication, and grant writing experience are also required. The position will be charged with installing a new 800 megahertz system for the Authority. The candidate must have the requisite skills in the areas of team building with high standards for performance and productivity and the desire to work closely with public officials. Professional travel required.

A Bachelor's Degree in a related field and a minimum of five years of experience in a public safety supervision role are required. Candidates must understand 911 Dispatch role and responsibility and must live in the Authority jurisdiction within 12 months of the offer. The job description is available at <http://www.msae.org/cce911>.

Candidates should send a cover letter, salary expectations, resume and list of six professional references by December 20th to:

MSAE c/o Cheryl Ronk, CAE
Attention: Charlevoix Cheboygan Emmet Central Dispatch Authority Board
1350 Haslett Road
East Lansing, MI 48823
Fax 517-332-6724
cce911dispatchauthority@gmail.com

This position is with a public body and is subject to the OMA and FOIA. While we will make every effort to keep information confidential, the public body can make no promises in accordance with Michigan law.