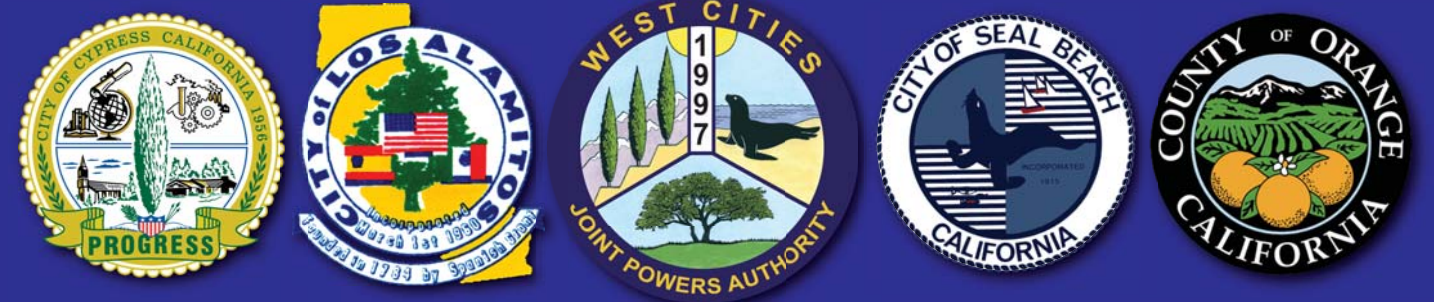


Compensation

The salary for this position is negotiable and dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which presently include:

- Paid Vacation – Number of days is negotiated.
- Sick Leave – Eight hours per month are accrued for sick leave. There is unlimited accumulation and an annual payoff plan for unused leave hours.
- Negotiable Work Schedule.
- Holidays – Ten (10) paid holidays per year plus two (2) floating holidays.
- Uniform Allowance – Uniforms shall be provided as needed in accordance with West-Comm's purchase and replacement procedures in an amount not to exceed \$250 during a fiscal year. \$250 will be provided annually for the cleaning and maintenance of the uniforms.
- Medical Insurance – Medical coverage includes choice of any of the area health plans offered by CalPERS. West-Comm will provide the maximum contribution of \$950 or the amount of the selected plan premium, whichever is lower. Payment in-lieu of medical benefits is \$308 per month.
- Dental Insurance – Employee only premium paid by West-Comm. Two plans are available through Delta Dental.
- Vision Insurance – Premium for employee and eligible dependents paid by West-Comm. Coverage is available through Vision Service Plan (VSP).
- Retirement – West-Comm is a member of the California Public Employees' Retirement System (CalPERS). West-Comm is a member of the California Public Employees' Retirement System (CalPERS). West-Comm pays the full amount of the employee's 7% contribution. The plan includes the following options: 2% at 55, one year highest compensation, 1959 survivor's benefit and post retirement survivor continuance. West-Comm is not a member of the Social Security System.
- Life Insurance – Term life insurance in the amount of one times the annual salary, not to exceed \$50,000, is provided at no cost to the employee.
- Deferred Compensation and Flexible Spending Plans – Voluntary Programs are available.

The West Cities Police Communications Center



invites your interest for the position of
Dispatch Administrator



Revised 8/18/10

West Cities Communications Center

The West Cities Police Communications Center (West-Comm) is an agency formed by a Joint Powers Agreement between the cities of Cypress, Los Alamitos, and Seal Beach with contract dispatch service provided to the Orange County Parks Rangers. West-Comm opened its newly constructed communications center in October 1997. The center is located at the Seal Beach Police Department, just 1 mile from the ocean and the historical Old Town District.



West-Comm is a civilian managed organization committed to providing quality public safety services. West-Comm values diversity among its staff and encourages each employee to take personal responsibility and make individual contributions. Many promotional opportunities for career oriented professionals make employment with West-Comm highly sought after in the public safety communications industry. The commitment to professional and technical progress and motivated performance while serving as the vital link between the public and the agencies served has earned West-Comm a stellar reputation as a regional dispatch agency.

The Position

The position of Dispatch Administrator is responsible for managing the day-to-day operational activities of West-Comm and serving as the designated custodian of the property and records of the Authority. This position is at-will and is appointed by the Administrative Oversight Staff and receives policy direction from the Technical Operation Committee. This position is authorized to act on behalf of the Administrative Oversight Staff in all matters of personnel administration which includes, but is not limited to, hiring, supervisory direction, performance evaluations, disciplinary actions and terminations. This position oversees a staff of 28 professionals, including 22 full-time and part-time Dispatchers, 4 Lead Dispatchers and 2 Administrative personnel.

Candidates should possess a minimum of five years of employment with increasingly responsible experience in law enforcement and/or municipal services of which includes at least two years in a supervisory capacity in the area of police dispatch communications, records or police technical services. A high school diploma or G.E.D. is required,

supplemented by additional college level coursework in Police Science, Administration of Justice, Public Administration or Organizational Development. Peace Officers Standards and Training (P.O.S.T.) coursework in public safety communication practices and principles and a Bachelor's degree in a related field is highly desirable.

The Ideal Candidate

The ideal candidate is one who will:

- Provide inspirational and proactive leadership;
- Practice fair and open administration of personnel procedures;
- Provide the Board of Directors, Administrative Oversight Staff and Technical Operations Committee with positive, practical and innovative options;
- Outreach to other agencies that may be interested in contracting with West-Comm.

Mission Statement

The mission of the West Cities Police Communications Center is to provide effective, efficient service to all citizens in their time of need; ensure a safe environment for all JPA officers and field personnel; maintain professional conduct and commit to perform to the best of each individual's ability at all times.

Selection Process

If you are interested in pursuing this exciting career opportunity, please forward a letter of interest, your resume (including your salary history), a recent writing sample and your response to the supplemental questionnaire to:

City of Cypress, Human Resources Office, 5275 Orange Avenue, Cypress, CA 90630

The supplemental questionnaire can be downloaded online at www.west-comm.org or picked-up in hardcopy at the City of Cypress Human Resources Office. Open Until Filled.

For questions and inquiries, please contact Paul Philips at (562) 594-7232.

West-Comm is an Equal Opportunity Employer.



**WEST CITIES COMMUNICATIONS CENTER
SUPPLEMENTAL QUESTIONNAIRE FOR
DISPATCH ADMINISTRATOR**

INFORMATION AND INSTRUCTIONS

The first part of the selection process for Dispatch Administrator will be an evaluation of your training and experience. **The information you provide on both your resume and in your response to the following questions will be used to evaluate your overall qualifications and to determine whether you will receive further consideration in the selection process.**

This supplemental questionnaire requires you to describe your training and experience related to the position. Please provide explicit but concise statements in response to the questions. It is your responsibility to assure that information you deem important to your candidacy is included in your responses. Read the job announcement carefully to be sure that your responses demonstrate that you meet the job qualifications.

All application materials must be typed. Limit your answers to no more than two pages per question.

1. In your opinion, what are the essential components of leadership?
2. Please describe your experience in the management and supervision of personnel.
3. Please describe how you would prepare to present the services of West-Comm to another agency that is considering using its dispatch services.