

EXECUTIVE DIRECTOR



SBRPCA

**SOUTH BAY REGIONAL
PUBLIC COMMUNICATIONS
AUTHORITY**

THE ORGANIZATION

Created by a Joint Powers Agreement between the Cities of Gardena, Hawthorne, and Manhattan Beach, the South Bay Regional Public Communications Authority has provided high-quality, multi-jurisdictional emergency dispatching services within the South Bay of Los Angeles since 1977. Commonly referred to as “the RCC” because of its former name, the Regional Communications Center, the Authority is guided by its core values of Teamwork, Professionalism, Empathy and Innovation. The RCC also provides communications services under contract to the Cities of El Segundo, Hermosa Beach, and Culver City. The RCC receives over 350,000 calls annually, mostly related to police and fire incidents. The Authority prides itself in a high quality of service marked by its impressive performance indicators, including averaging 40 seconds for Police Dispatch, 20 seconds for Fire Dispatch, and answering 96% of calls within 10 seconds.

RCC is governed by various stakeholders who serve different roles in the oversight and management of the organization. A Board of Directors consisting of one Council member from each of the member cities provides high level policy direction and oversight, while the Executive Committee, comprised of the City Managers from each of the member cities, provides policy management and oversight of big picture technical decisions. Day-to-day operations and leadership are the responsibility of the Executive Director, who is appointed by the Executive Committee with consent from the Board of Directors. The organization further includes a User Committee, made up of Police and Fire Chiefs from the member cities, which provides technical direction relative to their areas of responsibility. Police and Fire Chiefs from the contract cities, along with member city police and fire personnel comprise the Police and Fire Task Forces which generate feedback and recommendations to facilitate an optimum level of service and safety for all.

OUR MISSION

“We are dedicated to professionalism and excellence in public safety communication.”

Located in Hawthorne in a state-of-the-art facility, the RCC is supported by an annual FY2020-21 budget of \$13.2 million and 72 positions including a full-service radio and emergency equipment installation shop with a five-person technical staff.

THE POSITION

The Executive Director of the South Bay Regional Public Communications Authority serves as the CEO of the organization, providing leadership and vision, and reporting to the the Executive Committee (comprised of the City Managers from the three member agencies). The Executive Director is ultimately responsible for all RCC activities including 9-1-1 police and fire dispatching, business development, human resources, finance, and technical services. Day-to-day job duties include but are not limited to:

- Implementing the vision established by the Board of Directors, making recommendations for short and long-term goals and developing a strategic plan for the organization;
- Providing guidance and direction to staff regarding work methods, processes and policy interpretations;
- Effectively communicating and collaborating with Authority employees, elected officials, City Managers, Police and Fire Chiefs, and other stakeholders;
- Maintaining close contact with the Executive Committee to make recommendations for policies and procedures, as keeping the Committee apprised of relevant activities of the Authority;
- Negotiating and administering contracts, leases and agreements with other agencies; Generating Requests for Proposals (RFP's) for related services;
- Developing and overseeing all aspects of finance and human resources administration;
- Implementing strategies to generate revenue and seeking alternative funding for Authority programs;
- Serving as the Emergency Operations Director during major natural, man-made and/or internal disasters and ensuring the business continuity and disaster recovery plans are implemented;
- Responding to citizen complaints and service delivery issues; and
- Representing the Authority in a variety of meetings with elected and city officials, community groups, committees, professional organizations, government agencies, and other jurisdictions.

THE IDEAL CANDIDATE

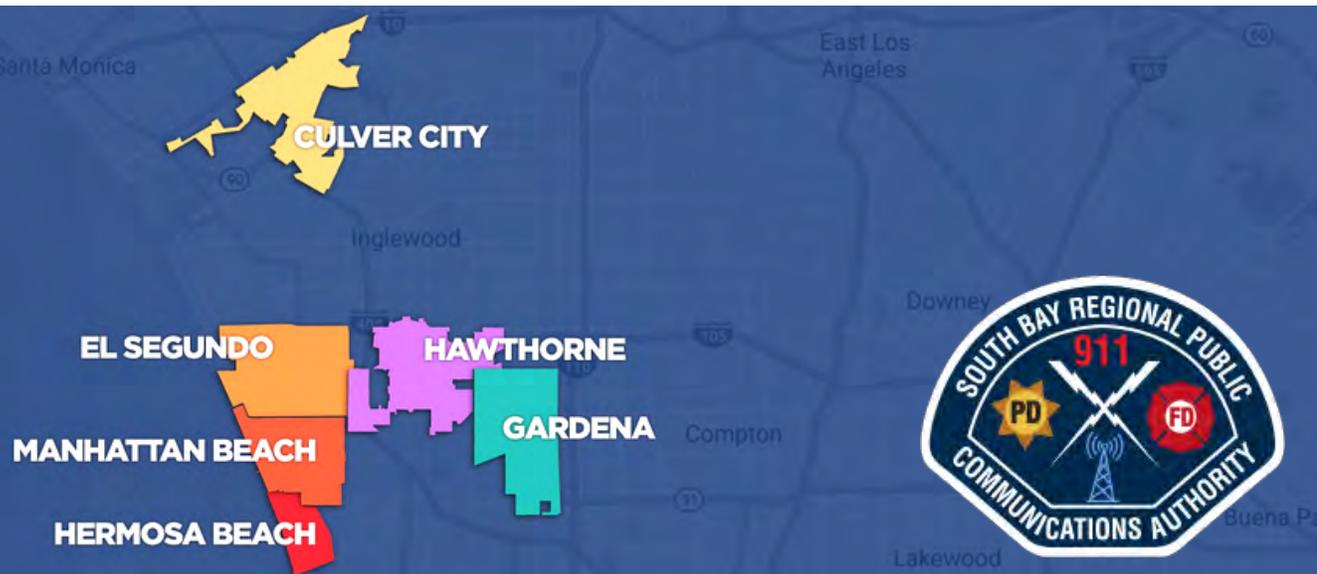
The ideal candidate for the position is a highly engaged and forward-thinking leader with technical experience in public safety communications, with a penchant for improving efficiency, effectiveness and customer service. The ideal candidate will convey a general understanding of technical aspects of Computer Aided Dispatch (CAD) systems in order to bring to completion the Authority's current project of upgrading its CAD system, along with an understanding of interoperability principles related to law enforcement, fire and EMS response in an urban setting. Technical experience with other related communications systems (Next Generation 911, narrow banding, VoIP, and ROip) including experience overseeing conversions, along with general knowledge of statutory and administrative codes and regulations related to public safety communications is also desirable.

To be successful in this position, the Executive Director must be able to communicate effectively with stakeholders at all levels, including the employees of the organization, Board and Executive Committee members, and the public safety chiefs from the member and contract agencies. Additionally, experience with interoperability and facilitating interoperability and interagency collaborations across a region is ideal. The successful candidate for Director will enthusiastically and consistently convey high expectations for service delivery and quality work.

The successful candidate will be open and transparent with the shared governance model and open with all stakeholders in the organization. Well-developed political acumen, the ability to provide innovative solutions and options aimed at improving operations and service, and relevant experience facilitating high level decision making for stakeholders is important.

In addition to strong technical and communication skills, the ideal candidate will offer a well-rounded administrative background in local government, including finance, budgeting and human resources. They will bring the fiscal acumen necessary to keep the Authority sustainable for years to come. The successful candidate will be expected to ensure the recruitment and retention of dispatchers is prioritized into the future. Previous experience with strategic planning and financial forecasting and modeling is also beneficial. Further, previous experience with procuring, securing and managing grants, contracts, and selecting first-rate consultants and vendors through established processes is also preferred. The Executive Director is expected to be business minded and an effective negotiator.

The minimum requirements for this position include a Bachelor's degree from an accredited college with major coursework in public or business administration and at least five (5) years of management experience, including supervisory and budget responsibilities, are required. Public safety experience in a sworn or non-sworn capacity along with experience managing a multi-jurisdictional agency and in a communications center or supervising dispatchers is preferred.



Our Vision

“To lead the way in regional emergency communications and shape the future of public safety through collaboration with our communities.”

APPLICATION AND SELECTION PROCESS

This recruitment will remain Open Until Filled. To be considered for this opportunity, please email a cover letter, resume and a list of six (6) professional references to MBJobApplicant@citymb.info. If you need special assistance with the recruitment process, please contact the Manhattan Beach Human Resources Department at (310) 802-5258. Should you have questions about this opportunity and the selection process, please contact Human Resources Manager Stephanie Swofford at sswofford@citymb.info.

Following a review of applications on October 13, 2020, resumes will be screened in relation to the criteria articulated in this brochure, and interviews may be scheduled or the recruitment period may be extended. Candidates deemed to be the best qualified will be invited to participate in one or more interviews with various stakeholders. The appointment is made by the Executive Committee with the consent of the Board of Directors, and will be made following a selection and the completion of an extensive public safety background check.

COMPENSATION & BENEFITS

The salary and benefits package of the Executive Director will be competitive, and negotiated with the Executive Committee and the successful candidate DOQE. A generous benefits package supplements salary and includes CalPERS retirement (2% @ 60 formula for Classic Members), a car allowance, Authority contribution to deferred compensation, a generous contribution to health benefits, an opportunity for performance based bonuses, and other benefits.

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SBRPCA IS AN EQUAL OPPORTUNITY EMPLOYER.

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