



DAKOTA 911
POLICE • FIRE • EMS

EXECUTIVE DIRECTOR

SALARY: \$137,363 TO \$171,704



DAKOTA COUNTY & ITS COMMUNITIES

Dakota County is 587 square miles in area and has a population of about 442,000. Situated in the southeast corner of the Twin Cities Metropolitan area, it is the third-most populous county in the state of Minnesota.



Dakota County maintains a land use mixture of 1/3 urban, 1/3 suburban and 1/3 rural. This combination of land use and the confluence of two major rivers (the Mississippi and Minnesota) that form the county's northern and eastern borders makes Dakota County a unique geographic area.

Since 2000, Dakota County's population has grown by nearly 25 percent. In recent years, second and third ring communities in Dakota County (Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Rosemount, South St. Paul, and West St. Paul) have dramatically increased in population as development continues to move outwards from the urban core of Minneapolis and St. Paul, into suburban cities and townships.

Dakota County Offers:

- Low taxes and fiscal stability
- Strategic location
- First-rate infrastructure
- Educated and diverse workforce
- Variety of businesses
- Outstanding quality of life



Around Dakota County, you will find countless recreational opportunities. Whether you are looking to hike, walk, or bike along the miles of trails that wind through urban, suburban, and rural areas of the County, or enjoy canoeing, kayaking, or paddleboarding on the Mississippi or Minnesota River, Dakota County has you covered.



The cities and county have a strong tradition of collaboration throughout the region that has produced a high-quality lifestyle with an excellent system of schools, libraries, public services, and a vibrant climate.



DAKOTA 911



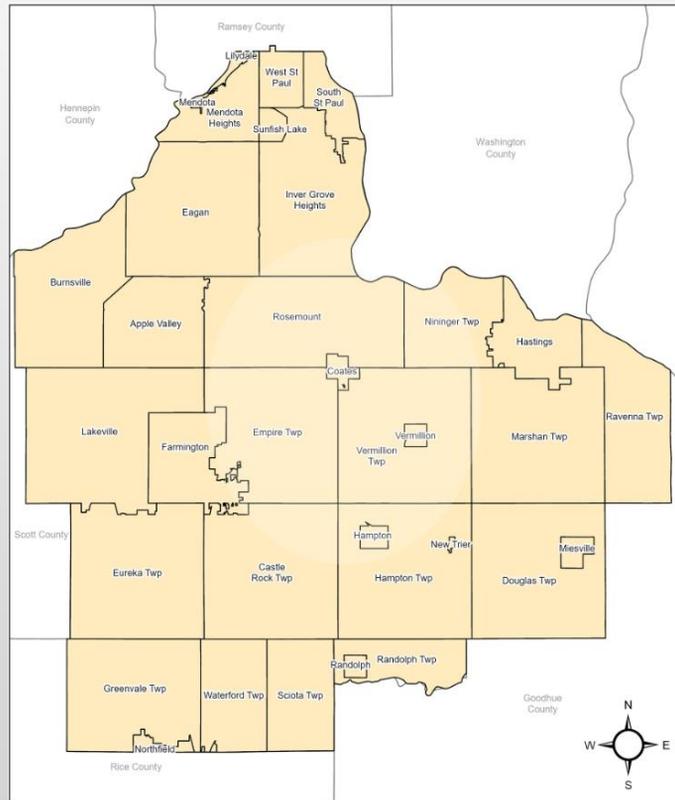
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The mission of **Dakota 911** is to serve and protect public safety by providing a vital communications link between the community and their public safety responders. We recognize both as our customers.

In furtherance of our mission, we are committed to:

- The highest standards of integrity and customer service.
- Efficient and effective acquisition and dissemination of information.
- Accountability for performance and conduct.
- Continuous improvement through professional development.



The Dakota 911 organization was established in late 2005 through a Joint Powers Agreement between Dakota County and eleven cities located within the County including Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Rosemount, South St. Paul, and West St. Paul. In 2004, the High Performance Partnerships (HiPP) project, conducted by the Dakota County cities and county, identified the need for the development of a centralized public safety answering point (PSAP) and dispatch center.

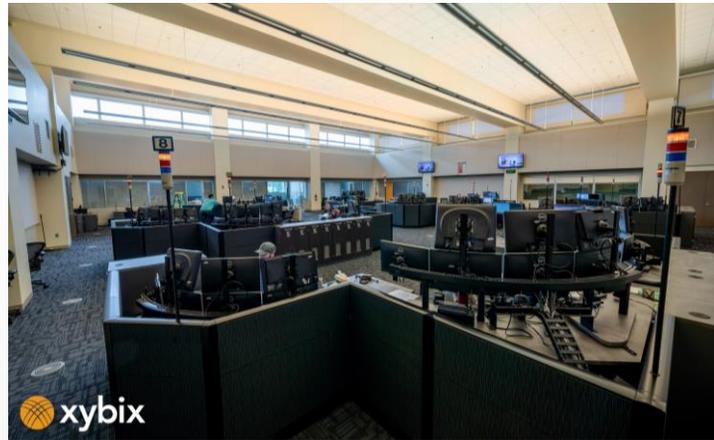
Dakota 911

Dakota 911 is guided by a robust governance structure with three distinct committees including the 12-member Board of Directors (elected official from each jurisdiction), the 12-member Executive Committee (Administrator or Manager from each participating jurisdiction), and the 23-member Operations Committee (Police, Fire, and EMS personnel, one from each Dakota 911 Member law enforcement agency and fire department as well as one representative from the Dakota County EMS Council). These groups meet quarterly during business hours.

The Board of Directors has many functions and duties including providing policy leadership and approving the general policies of Dakota 911 relating to budget, finance, and legal matters, approving annual operating and capital budgets of Dakota 911, and hiring and oversight for the Executive Director. The governance structure reflects the desire of our Members to retain local decision making in a centralized service.

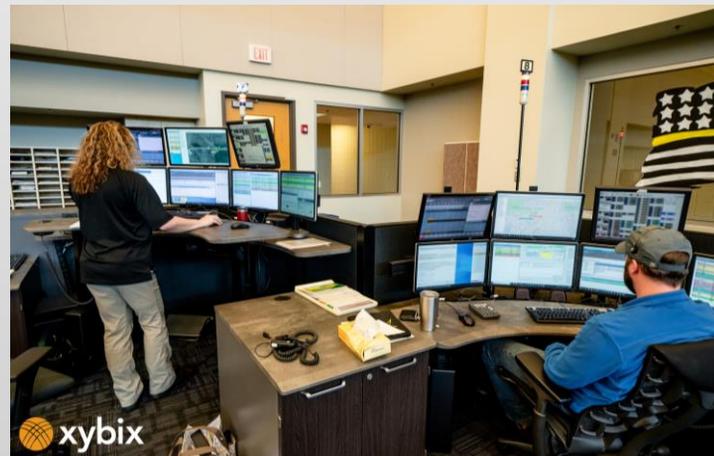
In 2006, construction of the facility began, and it was completed in late 2007. Dakota 911 is equipped with an 800-megahertz digital radio communications system to allow police, fire, EMS, and sheriff's personnel in multiple jurisdictions to communicate with each other, enhancing the interoperability of radio systems among all first responders. The Dakota County system is part of a metropolitan wide network, which is being expanded to a statewide network.

Dakota 911 telecommunicators respond to emergency and non-emergency calls 24 hours a day, 365 days a year. Telecommunicators provide communication and dispatch support for police, fire, emergency, and other related services. Dakota 911 telecommunicators are fully trained as both call takers and telecommunicators allowing each dispatcher to satisfy any need at any time. Telecommunicators also provide additional services including Automatic Vehicle Location (AVL), pre-arrival instructions for medical and fire calls, Community Notifications, Outdoor Warning Siren Activation, and warrant confirmations.

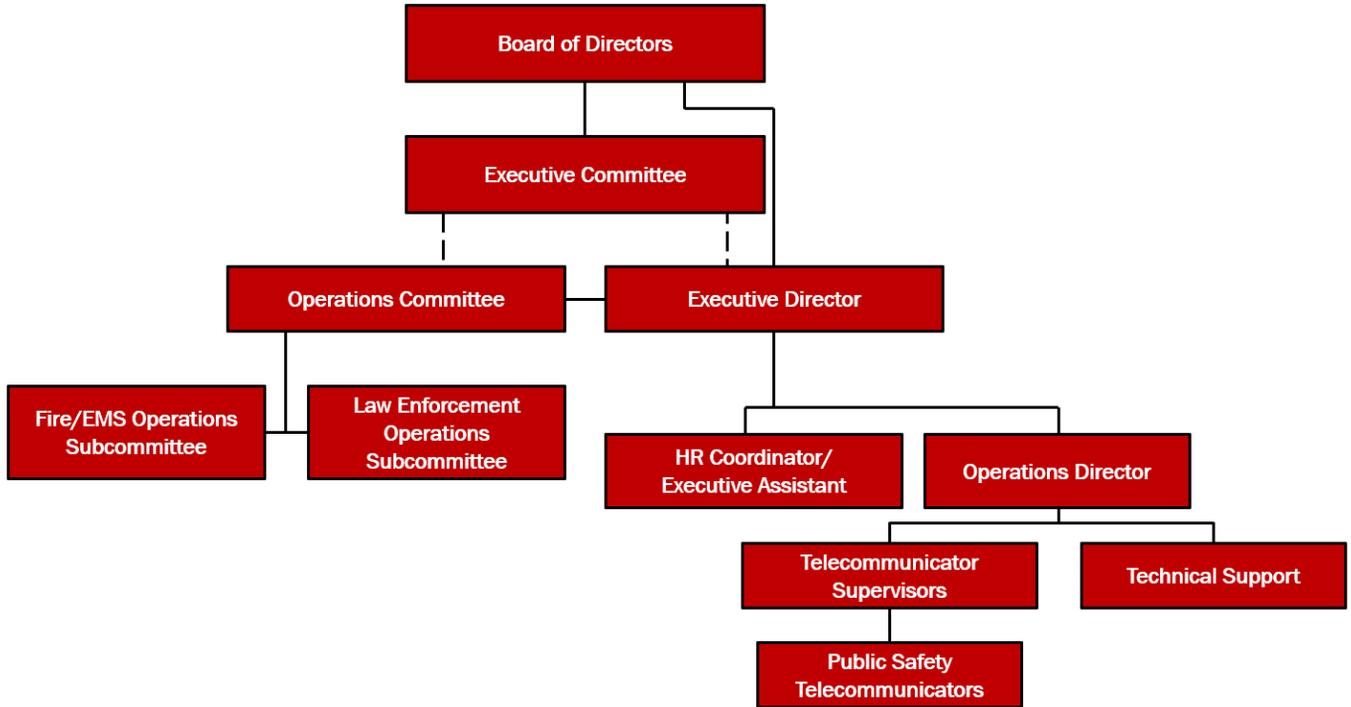


SIGNIFICANT UPCOMING PROJECTS

- New audio logger in 2024 (will be decided in 2023)
- Determine if Dakota 911 will continue to use LOGIS for CAD or do it on their own
- Staff attraction and retention
- How to fund operations and control increasing expenses



Dakota 911



ADOPTED 2023 BUDGET	General Fund	Capital Projects Fund	Total
Revenues			
Member Fees	9,013,697	-	9,013,697
Other	1,254,367	23,100	1,277,467
Total Revenues	\$10,268,064	\$23,100	\$10,291,164
Expenditures			
Personnel	7,836,258	-	7,836,258
Commodities	23,431	-	23,431
Contractual	2,367,343	-	2,367,343
Capital Outlay	-	236,940	236,940
Total Expenditures	\$10,227,032	\$236,940	\$10,463,972
Net Changes	41,032	(213,840)	(172,808)
Beginning Fund Balance	1,667,156	1,438,453	3,105,609
Fund Balance – Non-Spendable and Assigned	(573,518)	-	(573,518)
Fund Balance – Unassigned	1,134,670	1,224,613	2,359,283
Fund Balance as % of Expenditures	11.1%		

CORE DUTIES OF THE POSITION

- Carry out organizational policies established by the Board of Directors for the efficient administration of the communications center business.
- Ensure compliance with relevant organizational policy, state, federal and local laws, ordinances, and regulations.
- Make recommendations to the Executive Committee and Board of Directors regarding any changes to the organizational structure of Dakota 911 and make or recommend staffing or administrative changes to maintain high standards of performance.
- In consultation with the Operations Committee, recommend and establish procedures and practices which will ensure effective and efficient operation of Dakota 911.
- Develop and administer the annual budget; annually present a ten-year capital improvement plan; provide oversight of the fiscal management function.
- Provide administrative direction to the staff engaged in the operation of the Communications Center.
- Carry out personnel actions including hiring, termination, promotion, and demotion of all staff and discipline and conduct performance evaluation of administrative staff. Oversee the coordination and execution of human resource activities including labor relations, pay plan administration, benefit administration, insurance programs, and worker compensation administration.
- Oversee the coordination and execution of all vendor and system contracts.
- Perform other duties that are consistent with the position and as may be assigned by the Board of Directors and/or Executive Committee.
- Direct maintenance of records and make recommendations for the improvement of efficient administration of the affairs of the Communications Center.



DESIRED ATTRIBUTES

- An individual with creative, new ideas and a strategy for attracting, developing, and retaining quality Dakota 911 staff and the ability to delegate responsibility and hold individuals accountable for outcomes.
- Strong interpersonal skills to keep many stakeholders informed, engaged, and committed to the goals of Dakota 911.
- An individual with experience and understanding of CAD systems, call processing protocols, interoperability, and complex emergency dispatch protocols as applied to all emergency management.
- Good overall understanding of dispatch technology and ability to anticipate future audio and video needs.
- Ability to work effectively with a 12-member board comprised of individuals from different communities to build a sense of team and purpose.
- An individual with experience and skill in labor negotiations who can represent management while also being willing to listen and advocate for staff, when necessary.
- An individual with prior experience and an in depth understanding of law enforcement, fire, or emergency management services.
- A proven leader who previously managed an organization, influenced a workplace culture, and can provide stability of the organization amidst a complex and changing environment.
- An individual capable of assessing and building support among Fire, Police, and Emergency Services leadership to propose and carry out changes through the Committee and Board approval process.
- An Executive Director who is politically astute and knows how to navigate challenging issues that are in the interest of Dakota 911.



DESIRED ATTRIBUTES – CONT'D

- An individual with experience and skill in finance and budgeting for a large organization.
- A forward-thinking individual who will share a vision for the future of Dakota 911, how those services might be evolving, and the role that individuals play in helping to make that a reality.
- A leader who is committed to the success of Dakota 911 and, with input from others, will make sound decisions that not all parties may agree with.
- An individual who will take initiative and work strategically, with and without direction, in pursuit of Dakota 911 goals while keeping others informed.
- An Executive Director with attention to streamlining operations, creating efficiencies within the organization, evaluating, developing, and writing policy, adopting best practices, and gaining higher levels of accreditations.
- An Executive Director who will provide stability to the organization while striving for excellence through adopting best practices and gaining higher level accreditations.
- An easy to approach, proactive Director who also reinforces the chain of command.
- An individual who will help facilitate future discussions at the Board level on funding and how to address increasing expenses while being fiscally responsible.
- An outside-the-box strategic thinker with a long-term outlook of where the organization will be in the future and who will focus on metrics and performance measures to continuously improve services.
- An individual who values collaboration and working with others to accomplish goals.
- An Executive Director who recognizes the significant role that Dakota 911 plays within the State and will use the position to advocate for beneficial legislative changes.
- An individual who can influence others and build consensus to move initiatives and projects forward.
- An Executive Director who appreciates their role of providing quality services to the public.



POSITION ANNOUNCEMENT



DAKOTA 911

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Organization: Dakota 911

Position: Executive Director

Salary: \$137,363 to \$171,704

Application Deadline: 11/17/2022

Job Summary: This executive position is responsible for directing and coordinating the administration and operations of Dakota 911, a joint powers entity that provides public safety and 9-1-1 dispatching services in accordance with policies and procedures established by the Board of Directors and Executive Committee.

Minimum Qualifications: Bachelor's degree in Public Administration, Business Administration, Information Systems Management, or related field, five years of progressively responsible supervisory experience in a government public safety environment, and experience in leading, directing, and supervising an emergency-oriented public safety organization. A master's degree, advanced training and/or certification in public safety, technology, or related field, and experience working for a joint powers or similar type of organization are desired.

Apply: Visit <https://daviddrown.hiringplatform.com/131254-dakota-911-executive-director/489893-application-form/en> and complete the application process by November 17, 2022. Finalists will be selected on December 6, 2022, and final interviews will be held December 27, 2022.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.



DDA

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