



EMPLOYMENT OPPORTUNITY REGIONAL EMERGENCY COMMUNICATIONS CENTER EXECUTIVE DIRECTOR

The Town of Westborough, on behalf of the MetroWest Regional Emergency Communications Center (RECC), seeks an experienced leader to serve as its Executive Director. The MetroWest RECC is a newly established regional district made of the Towns of Grafton, Southborough and Westborough for purpose of providing regional dispatch.

The position works under the direction of the MWRECC Board of Directors made up of the Town Administrator or Town Manager of each participating community. The Executive Director will oversee all aspects of the Dispatch Center operations and facility, managing the regional 911 and public safety dispatch center, administering operational budgets, researching and proposing policies and procedures for the Operational Committee, hiring, evaluating and reviewing personnel, coordinating the procurement and maintenance of dispatch center technology and equipment, and other dispatch center management.

The Town is currently in the design development process for the Dispatch Center building to be located at 20 Phillips Street in the Town of Westborough. (see <https://metrowestrecma.gov/>) The Executive Director will work with the District representatives to oversee the project, determine center needs including technology, furniture and layout and develop policies to meet the ongoing and transitional needs of the participating communities. The Director will also perform outreach to engage additional regional partners.

The ideal candidate for this role will be looking to join a team that values professionalism, accountability, integrity and responsiveness. Qualifications include the following: Bachelor's degree from an accredited college or university in business administration, public administration, public safety, communications or a related field; AND five (5) years of experience in the field of public safety with at least two of those years as a supervisor or training officer in a public safety communications center; OR any equivalent related education and experience combination of nine (9) years; E-911 certified; CPR certified (current); valid MA driver's license; the ability to obtain LEAPS/CJIS Certification. Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve objectives, and manage a budget.

The salary range for this full-time, benefit-eligible position is \$113,535-\$153,311, starting salary commensurate with qualifications and experience. This posting is not meant to be inclusive of all job duties or qualification requirements; please visit the Town of Westborough [Human Resources website](#) for a complete job description.

To apply, send resume and cover letter in a single PDF via email with the subject line *MetroWest RECC Executive Director* to jobs@westboroughma.gov. The position remains open until filled.

The Town of Westborough is an equal opportunity employer and recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community and all are encouraged to apply.