

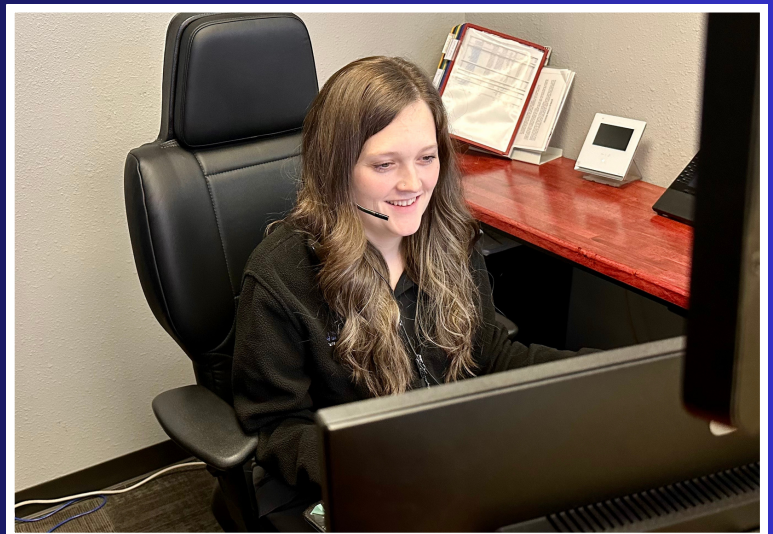
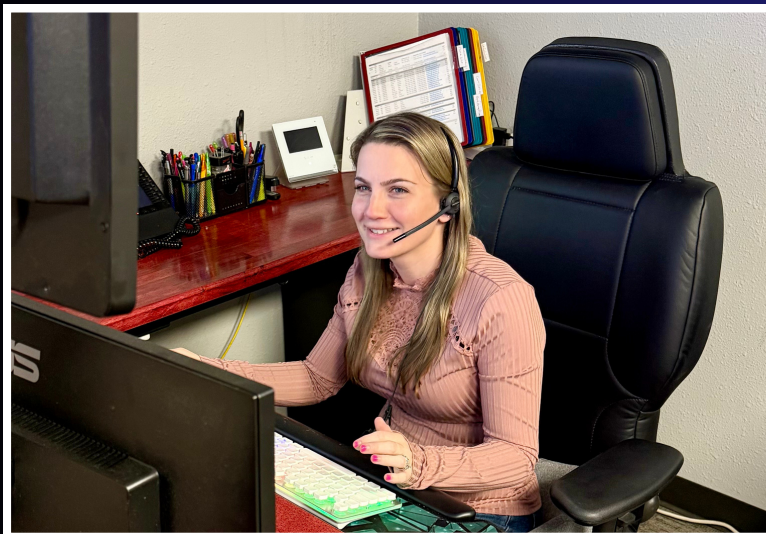


WE ARE HIRING A **MANAGER OF** 911 Communications and Support Services

The City of Cottage Grove Police Department is actively recruiting for a Manager of 911 Communications and Support Services to join our team.

We are seeking an experienced and dedicated professional who has excellent leadership and team-building skills, a passion for public service, and a strong background in 911 communications operations, public safety technology, and law enforcement records management. The ideal candidate is committed to continuous improvement, values collaboration, and exemplifies our core values of Service, Empathy, Integrity, and Courage.

If you're ready to make a meaningful impact by leading critical public safety communications and support services, we encourage you to apply and become part of a team dedicated to serving our community with excellence.



WHAT WE OFFER

- Salary ranges from \$100,392 – \$128,136.00 (commensurate with experience).
- Paid vacation up to 4 weeks per year (commensurate with experience).
- Paid Admin Leave of 40 hours per year.
- Paid sick leave of 96 hours per year.
- 10 paid holidays, including 2 floating holidays.
- Low cost, low deductible medical plan with excellent coverage.
- Two options for dental insurance, with excellent Orthodontia coverage.
- Up to \$190.00 per month employer paid HRA contributions.
- PERS Retirement.
- PERS retirees able to work back, with no annual max for hours worked.
- 457 Deferred Compensation optional retirement contributions.
- Longevity benefits and life insurance.

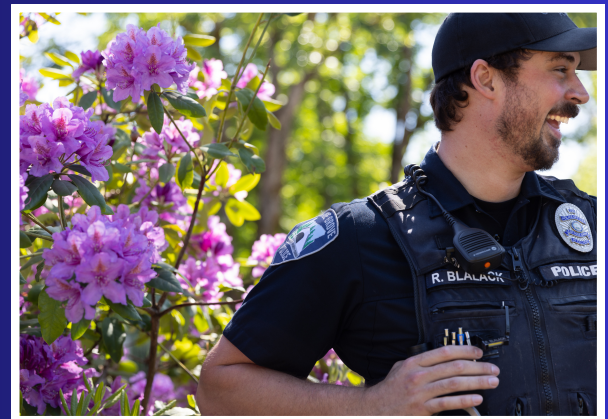
MINIMUM QUALIFICATIONS

Education & Experience:

- High School Diploma or equivalent.
- 7 years of experience in emergency communications, with at least 2 years in a leadership role.

Special Requirements/Licenses:

- Current Oregon Department of Public Safety Standards and Training (DPSST) Advanced Telecommunicator Certificate
- Oregon Supervisory Certificate
- Must obtain an Oregon DPSST Management Certificate within 2 years of hire.



SELECTION PROCESS

Step 1: Complete the City of Cottage Grove Application and Cover Letter. Turn all materials into Human Resources.

Step 2: The Police Chief and Human Resources will perform an in depth evaluation of education, experience and training taken from your application materials.

Step 3: Schedule of Oral Board interviews with candidates that successfully pass initial review.

Step 4: The top candidate(s) will move to an interview with the Chief of Police.

Step 5: If selected for the position, the finalist will be given a conditional offer of employment and moved to a thorough background investigation and psychological exam.

HOW TO APPLY

Please complete and submit your application and cover letter to the City of Cottage Grove Police Department by email: bcrow@cottagegroveor.gov

This position is open until filled. The first review of applications will begin on August 17, 2026, and interviews are tentatively scheduled to follow shortly thereafter. To receive full consideration during the initial review, applicants are encouraged to submit their materials before August 17.

For more information, please contact:

Brooke Crow, Executive Assistant

541-767-4132

bcrow@cottagegroveor.gov



The City of Cottage Grove is an Equal Opportunity Employer