

The Centerville Police Department is hiring for a Dispatcher/Emergency Management Assistant. The salary range is \$15.33 to \$19.16 depending upon qualifications. This is a part-time position up to 24 hours a week. The job would involve taking calls for service, typing reports, maintaining records, etc. The job would also involve assisting the Emergency Manager with grants, emergency related meetings and training, maintaining and operation of the Emergency Operations Center. Applications will be taken until the position is filled. If interested, download an employment application at <http://centervilleut.net/administration/humanresources>, complete it and return it to the Centerville Police Department at 250 N Main St., Centerville, UT 84014. Applicants will be required to complete a background check. Centerville is an Equal Opportunity Employer.

CENTERVILLE CITY
JOB DESCRIPTION – DISPATCHER 1 / EMERGENCY MANAGEMENT ASSISTANT

Job Title	Dispatcher I / EM Assistant	FLSA Status	Non-Exempt
Department	Police Department	Employment	Part-time 24 hours per week on average
Job Code	519	Pay Grade	8

GENERAL PURPOSE

Performs clerical work involving the use of radio equipment to dispatch emergency personnel to perform their duties; takes complaint reports in the absence of a police officer; performs general secretarial work. Assists the Police Chief with emergency management related duties and coordinates training.

SUPERVISION RECEIVED

Works under the general supervision of the Dispatch Supervisor and the Police Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Dispatch: Performs dispatch services including answering phones and radios, dispatching calls for service to officers, and monitoring radio traffic and calls; receives and coordinates non-emergency police requests for Centerville Police Officers; relays instructions to radio units concerned; logs citizen complaints. Directs all emergency related requests to the 911 center.

Dispatches officers and other resources as necessary; informs involved officers of the nature of call and provides follow-up service to officers requesting additional service or information.

Handles requests from officers for specific information; follows-up with appropriate department units for necessary information and relays same back to officer.

Answers citizen inquiries concerning police related services.

Keeps informed of whereabouts of officers at all times; types and enters data into computer; types letters and memos and performs other secretarial work as needed.

Records: Operates personal computer terminal as needed to enter accurate, comprehensive and up-to-date reports, transcribes officer reports and enters report narrative. Performs various records tracking activities as needed to obtain driver’s license information, vehicle registration, Utah Criminal History,

NCIC (Interstate Identification Index), Out-of-State vehicle registration, NCIC wanted persons, stolen autos, and property checks.

Assures the proper delivery of documents at various stages of the legal system process; expedites delivery as needed, including internal departmental dissemination.

Performs general office typing as needed to complete forms, memos, letters, applications and correspondence; maintains numeric and alphabetical files; makes copies, assists the public, responds to telephone calls and distributes calls to appropriate office or individual.

Performs related duties as required.

Emergency Management: Maintains and updates Emergency Operations Center. Supports EOC when activated.

Attends local emergency management related meetings and trainings, including Citizen Corps Council meetings typically held on Saturday mornings once a month.

Develops and maintains emergency related plans and exercises

Assists in the execution of emergency management exercises.

Ensures City is compliant with NIMS standards. Completes reports related to EMPG and other grants.

Assists with emergency management related public outreach including events, promotions and community engagement and education.

Assists Emergency Management Director in coordinating emergency management related training for all city employees.

Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High School Diploma or GED. Emergency Management and/or Dispatch training preferred. Training will be provided as needed. One year of relevant experience

OR

An equivalent combination of education and experience

AND

Possession at time of hire, a valid Utah Driver's License and acceptable driving record and maintenance of such throughout employment required.

2. Knowledge, Skills, and Abilities:

Working knowledge of the National Incident Management System (NIMS) and emergency management protocol. Training will be provided as necessary.

Some knowledge of city geography, radio dispatch procedures and radio codes; proper grammar, spelling, and punctuation; standard office practices and procedures related to records

filing and office maintenance; interpersonal communication skills; telephone etiquette; police operations, operation of a variety of types of standard office and word processing equipment and machines. Incident Management System related to Public Information Officer. Training will be provided as necessary.

Ability to understand and operate a variety of radio communication equipment, think clearly and act quickly in emergency situations; deliver understandable and complex verbal instructions; perform work requiring good hearing, good dictation and a clear voice; establish and maintain effective working relationships with law enforcement officers, fire fighters, and other agencies and the public. Must be able to maintain confidentiality.

3. Special Qualifications:

Must be able to type 30 wpm.

Successful completion of BCI training and annual certification within 1 year of hire.

Successful completion of NIMS IS 100, 200 and 700 courses within 1 year of hire.

Successful completion of NIMS ICS 300, 400, 800 and Professional Development Series within 3 years of hire.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Occasionally work outside in potentially-hazardous conditions. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Continuous sitting is a requirement of the job. Common eye, hand, finger, leg, foot dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and creative problem solving.

This position is part time work, approximately 24 hours a week.