



TOWN OF MANCHESTER



POSITION AVAILABLE

PUBLIC SAFETY DISPATCHER
Current vacancy in the Police Department
\$52,627.78
40 HOURS/WEEK – BID SHIFT ROTATION

CLOSING DATE: Applications will be accepted until the position is filled
(Applications will be screened upon receipt)

SUMMARY OF POSITION: Responsible for the public and police safety and the relevant dispatch and direction necessary to maintain optimum safety levels, speed and accuracy of response time. Serves as the first line of contact for police, fire and medical. Operates within the guidelines of General Orders, EMS protocol, national accredited specifications and special orders.

REQUIREMENTS:

Education: High School Diploma or equivalent; plus
Experience: One (1) year of experience in operating communication or switchboard equipment
Other: Medical Response Technician (MRT), Emergency Medical Technician (EMT) and Cardiac Pulmonary Resuscitation (CPR) certifications are preferred.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Written/Video/Audio Examination	50%	70%
Oral Examination	50%	70%

The examinations will consist of an evaluation of training and experience as indicated on the application. Based on the results of the written/video/audio examination, a maximum of the ten most qualified applicants will be invited to participate in the oral examination. All parts of the examination including ratings and tests will be related to the requirements and duties of the position. Finalist may be required to successfully pass a psychological examination.

Applications and job descriptions are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: www.townofmanchester.org. Applications will be accepted until the position is filled. Applications will be screened upon receipt. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, minorities, veterans and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.