

Job Posting



40 Hours	Safety Dispatcher	JOB POSTING	
Direct Report	Head Public Safety Dispatcher	Grade	Safety Dispatcher
Department	Public Safety	FLSA	Non-Exempt
Division	Police	Bargaining Unit	MASS COP Local 191A
Date	August 2014	Location	Police Station

POLICE DEPARTMENT

Public Safety Dispatcher

Duties: Under the direction of the Head Public Safety Dispatcher, the employee will be Responsible for answering incoming calls to the police and fire departments by way of internal telephone extensions, normal 7-digit telephone numbers and the 9-1-1 Emergency Phone system. Collect pertinent information from callers and disseminate that information to responding units or agencies. Provide pre-arrival emergency medical instructions where needed. Monitor and dispatch for all police and fire alarm activations. Maintain the Log entry records of all responses and services provided by the police and fire departments. Complete data entry and alert notifications for all missing persons, stolen vehicles, etc. Greet, and provide services to visitors entering the police station's lobby. Other duties are assigned as required and allowed by contract.

Qualifications: Qualifications include a high school degree or GED equivalent, excellent communication and computer skills, and the ability to multitask in a busy environment. Also should have experience with Microsoft Windows. Candidate must be willing to work scheduled shifts which includes nights, weekends and holidays.

Salary: \$19.29 per hour. Effective 7-1-14

Hours: 40 hours/week varied schedule as per Contract Agreement.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for a Public Safety Dispatcher. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until August 21, 2014.

A full Job Description is available upon request

Judith Perkins

Human Resources Administrator

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