

City of Escanaba
Public Safety Department
Part-Time Public Safety Dispatcher

The City of Escanaba is seeking applicants for the position of Part-Time Dispatcher. This position performs a variety of clerical, administrative, and technical work relating to receiving and dispatching emergency information at the Delta County Central Dispatch Operations Center located in the Escanaba Public Safety building.

Applicants must reside in Delta County or must reside within 20 miles of the Escanaba City limits, if not a County resident. Applicants must have a high school diploma and must have exceptional interpersonal/communication skills. Applicants must also have a working knowledge of computers and electronic data processing equipment and should be familiar with Delta County and its geography. Dispatch or law enforcement experience is preferred.

Part-time dispatchers work between eight and twenty hours per week and starting pay is \$17.31 per hour. Candidates should submit a letter of interest, resume, and application via e-mail to hr@escanaba.org or by postal mail to: City of Escanaba, Attn: Human Resource Director, 410 Ludington Street, Escanaba, MI 49829. Applications are available on the City website at <http://www.escanaba.org/jobapplication> or 2nd floor of City Hall (410 Ludington Street). Applications will be accepted until position has been filled.

The City of Escanaba is an Equal Opportunity Employer

**CITY OF ESCANABA
JOB DESCRIPTION
PART-TIME PUBLIC SAFETY DISPATCHER**

Title: Dispatcher
Department: Public Safety
Classification: Part-Time
Employment Status: Non-exempt
Effective Date: July 2019
Rate of Pay: \$17.31/hr

GENERAL PURPOSE

Dispatches appropriate personnel and equipment to emergency situations within Delta County.

SUPERVISION RECEIVED

Directly supervised by the Captain, with indirect supervision by the Director or his/her designee.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor and/or answer phone calls and radio traffic
- Gather information and relay calls or information to appropriate personnel.
- Dispatch appropriate County wide personnel and vehicles for emergency responses
- Document and broadcasts nature, location, and time of incidents
- Maintain logs on radio and telephone communications
- Maintains dispatch center work area and equipment in clean and working condition
- Interact with the public, supervisors, and fellow employees in a polite and positive manner
- Compose, type, and edit correspondence, reports, memoranda, and other documents requiring judgment as to content, accuracy, and completeness
- Promote a positive image for the Delta County Central Dispatch and for the Escanaba Department of Public Safety

PERIPHERAL DUTIES

Assist in training new employees.

CONSEQUENCES OF ERROR

Endangerment of life, safety, or health.

MINIMUM QUALIFICATIONS

- High school diploma
- Coursework or equivalent experience in office administration
- Working knowledge of computers and office practices
- Strong interpersonal, written and oral communication skills
- Function well under pressure
- Knowledge of Delta County geography
- Ability to multi-task

TOOLS AND EQUIPMENT USED

Phones, radio communications, equipment, computer, copier, fax, and printers.

SELECTION GUIDELINES

Selection is based on strength of application, education, experience, oral interview, and reference checks. Job related tests may be required.

PHYSICAL DEMANDS

Frequently required to sit, talk, hear, walk, use hands, handle, feel, grasp, and reach. Occasionally required to stoop, kneel, crouch, balance, lift up to 10 lbs, taste or smell. Vision requirements include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed inside in an office environment. The noise level is quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee. This description is subject to change as the needs of the employer and requirements of the job change.

The duties described herein are representative of those performed by an employee in this position. Reasonable accommodations will be made to enable individuals with disabilities to perform job functions.

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