Title: Supervisor, Emergency Communications       Pay Scale Group: 13

Essential Function

Under general supervision from a designated administrator, first line supervisor of Emergency Communications Dispatcher in the Emergency Communications Center.

Characteristic Duties

- First line supervision of Emergency Communication Dispatch personnel including scheduling and assignments, approving overtime, preparing time sheets, conducting evaluations, coordinating training, enforcing policies and procedures and recommending discipline.

- Ensure proper operation of equipment and schedule repairs as needed. Maintain supply and parts inventory and order supplies.

- Prepare and recommend policies & procedures.

- Maintain communications and security logs and records, prepare reports and correspondence. Receive and check in evidence submitted by law enforcement agencies after normal business hours.

- Perform duties of Emergency Communications Dispatcher as needed.

- Perform related duties based on departmental need.

Minimum Qualifications

- Associate’s degree with two (2) years experience; -OR- four (4) years experience. Experience must be in emergency dispatching. A written demonstration of job-related knowledge will be administered during the interview phase of selection.

Last updated: 4-12-07

An affirmative action/equal opportunity institution