

# Building Community Creating Opportunity

## Public Safety Dispatcher - Lateral

*Now accepting applications for this employment opportunity*



### **SALARY & BENEFITS**

\$5,985 - \$6,284 - \$6,599 - \$6,929 - \$7,275/per month

The City of Livermore offers an excellent benefits package. This position is represented by the Association of Livermore Employees bargaining group. Benefits information is available online or by contacting Human Resources.

### **TO APPLY**

Apply online at [www.cityoflivermore.net/jobs](http://www.cityoflivermore.net/jobs) or contact Human Resources at (925) 960-4100 for more information. A completed online employment application, responses to the supplemental questionnaire, and all required attachments must be received in the Human Resources Division to be considered for this position. This recruitment will be open until filled. Apply immediately as this recruitment may close at any time.

### **TESTING & SELECTION**

Applications and supplemental questionnaires will be screened to determine the best qualified candidates who may be invited to participate in a Qualifications Appraisal Board (QAB) interview or have their application materials evaluated for placement on the eligible list. Candidates who are considered for this position will be subject to the following as part of the selection process: polygraph test; background investigation (minimally includes verification of education, employment, military, criminal history, civil litigation, credit history, DMV records, and personal history); and post-offer drug screen, and medical and psychological examinations.

### **GENERAL INFORMATION**

Work periods and work days are subject to change dependent upon the operational requirements of the City. At time of hire, proof of United States citizenship or authorization to work in the United States is required. The probationary period for this position is 18 months.

*The City of Livermore is an equal opportunity employer  
and supports workforce diversity.*

**LIVERMORE**  
CALIFORNIA

# Join In Making Livermore A Beautiful Place

*The City of Livermore is currently recruiting to fill a Public Safety Dispatcher position at the lateral level. If you are currently employed as an emergency dispatcher, the City of Livermore has a great opportunity for you. The Communications Center consists of 17 public safety dispatchers who dispatch police calls using state of the art Computer Aided Dispatch (CAD) technology.*

## THE CITY OF LIVERMORE

Located approximately 50 miles east of San Francisco with a diverse population of over 90,000 residents, Livermore is an integral part of the San Francisco Bay Area. Successfully competing in the global market as a knowledge-based, resource-rich economy, the City is powered by its wealth of research, technology, and invention. Livermore's arts, culture, western heritage, and vibrant wine industry provide a unique blend to this special community.

The City provides an unbeatable community experience. Education, arts, entertainment, fine dining, retail, and history abound in Livermore. The City boasts a unique environment for both residents and businesses – a peaceful small town atmosphere along with a widely diverse economic base that rivals a major metropolis. With the addition of several residential projects, art/live workspaces, and a pedestrian-oriented environment, the City is establishing an active urban living experience in the Valley. The character, heritage, and smart growth of Livermore make it a special place to live, work, and play.



## THE POSITION

The Livermore Police Department is currently looking to fill a Lateral Public Safety Dispatcher vacancy. Public Safety Dispatchers receive 9-1-1 system emergency and non-emergency calls and dispatch assignments according to police procedures. Dispatchers also provide support services; maintain records; and may be assigned to assist in processing of arrested persons.

## THE IDEAL CANDIDATE

The ideal candidate will possess the following knowledge, skills, abilities, & characteristics:

- ◆ High energy and excellent multi-tasking and prioritization skills which are required to succeed in this fast paced emergency environment
- ◆ A genuine interest in serving the needs of others and the community
- ◆ A willingness to learn new tasks as well as perform routine tasks at an optimal level of performance
- ◆ Team oriented and an effective communicator
- ◆ Willingness and ability to work 11 hour shifts on a 4-11 work schedule

## PROFESSIONAL QUALIFICATIONS

**Experience:** Employment within the last six months as an emergency dispatcher in a public agency receiving and dispatching 9-1-1 calls, with satisfactory completion of probationary period and performance evaluations which indicate candidate has successfully met or exceeded standards.

**Education:** Equivalent to graduation from high school. College course work in communications, business

administration, or a related field are desirable.

**Certifications:** Possession of the CA POST Public Safety Dispatcher Certificate and a Typing/Keyboarding Certificate certifying a proficiency of a minimum of 35 net words per minute are required. (Please refer to the supplemental questionnaire for certificate requirements.)

## Other and Special Requirements:

Willingness and ability to work any shift in a 24 hour period, and holidays, weekends, scheduled and emergency overtime; view all other essential requirements on-line at [www.cityoflivermore.net/jobs](http://www.cityoflivermore.net/jobs).

## AMERICANS WITH DISABILITIES ACT (ADA)

If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

City of Livermore  
Human Resources Division  
1052 South Livermore Avenue  
Livermore, CA 94550-4899  
phone: (925) 960-4100  
CA Relay Service: Dial 7-1-1  
hr@cityoflivermore.net  
www.cityoflivermore.net