

City of Seward
POSITION ANNOUNCEMENT

Police Dispatch Supervisor

The City of Seward is seeking applications from interested persons for the position described below. All applicants should turn in a completed application for employment, resume and cover letter to the City of Seward Personnel Office. This position will be open until filled.

Police Dispatcher Supervisor

This is a full time regular position with benefits. This position is responsible for serving as supervisor of other police dispatchers and as police dispatcher. As a dispatcher this position is responsible for operating various technical communications equipment for receiving and transmitting information to police, fire, ambulance and other personnel in the field. This position also provides a wide variety of information to the public via telephone and over the office counter. Must have the ability to courteously serve the public; ability to type accurately, maintain confidentiality, to work independently and to work on different shifts, maintain records accurately, ability to listen tentatively, think clearly and act quickly and calmly in emergency situations. Directly supervises all Police Dispatchers. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Will serve as the department's Terminal Agency Coordinator (TAC). Maintains and audits NCIC and/or NIBRS entries. Submits statistical data to the state. Oversees and prepares case files in preparation for court proceedings. Ensures dispositions are entered and cases are closed out. Responsibilities include interviewing, hiring and training employees; planning assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Prepares work schedules, schedules training for dispatch personnel and oversees field training program for dispatchers. A High school diploma or general education degree (GED); and two years related experience is required. Must be, or have the ability to be, certified by the Alaska Public Safety Information Network system to access confidential records. Preference will be given to applicants with prior experience as a Data Entry Clerk or Radio Dispatcher. Advanced knowledge of the Alaska Public Safety Information Network (APSIN) is desired.

The starting rate of pay is Range 13A, \$20.39/hr. The hours of work vary including weekends and different shifts.

All applicants are subject to an extensive background investigation to determine suitability for police support work and the maintenance of confidential records. Drug test must be passed prior to employment.

A complete job description and employment application can be obtained from City of Seward

Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing HR@cityofseward.net .

The City of Seward is an Equal Opportunity/Affirmative Action Employer.