



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

Dispatch Supervisor Job Posting

Under the general supervision of the Executive Director and the Deputy Director, the Dispatch Supervisor is responsible for: (1) monitoring, directing, coaching, evaluating, and assisting the work of Emergency Telecommunicators as assigned, (2) assists the Director in implementing and administering dispatch center policies and procedures, (3) assists in conducting staff training programs, (4) assists in monitoring, maintaining, and troubleshooting Central Dispatch computer systems, and (5) performs the full range of duties and tasks of an Emergency Telecommunicator.

Position Opening: January 30, 2020

Position Closing: February 13, 2020

Wage Scale: Start - \$24.56

Six Months - \$25.87

Top Pay - \$29.90

After the six (6) month step, wage adjustments are made based on the Supervisor's annual performance evaluation.

Minimum Requirements:

Education: High school graduation or equivalent. Basic LEIN training or completion within twelve (12) months. Medical Priority Dispatch EMD or completion within twelve (12) months.

Experience: Preferably three (3) years experience in an emergency communications/9-1-1 dispatch center while demonstrating leadership qualities. Experience should demonstrate ability to maintain confidentiality and loyalty as well as ability to communicate and work with other departments and agencies within an emergency communications center. Job requires knowledge normally acquired from specialized training such as that offered in community college, technical or business school programs. Areas of study would typically include subjects in law enforcement, computer operations, office systems and employee supervision.

Status: Full-time

Location: CCCDA – 315 W. Green Street, Marshall, MI

This posting is compliant with CCCDA Policies Section 2.0 – Employee Selection and is open to all candidates - current Authority employees.

Qualified applicants must submit a letter of interest and resume' in order to be considered as having applied for this position.

Completed packets must be received at the following location by **12 p.m. on February 13, 2020:**

Calhoun County Consolidated Dispatch Authority

RE: Dispatch Supervisor Position

315 W. Green St., Rm #1-800

Marshall, MI 49068