



**POSITION AVAILABLE**  
**City of Baytown**  
**TELECOMMUNICATIONS**

**Telecommunications Coordinator**

**SALARY: \$44,904 – \$56,136 annually. DOQ**

**JOB SUMMARY AND PRINCIPAL DUTIES (JD 7200S-64E)** Directs the organization and operation of the Telecommunications Division. Supervises the operations, personnel management, budgeting and planning of the 911 consolidated dispatch center of the City of Baytown.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work more than 40 hours a week. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

**EDUCATION, CERTIFICATION, & EXPERIENCE**

**REQUIRED:**

1. Associate's degree from an accredited college or university plus specialized technical courses or combination of equivalent years of education, experience and training.
2. Prior Telecommunications supervisory experience.
3. TCLEOSE - Telecommunicator certification.

**Only applicants meeting the REQUIRED qualifications listed above need apply.**

**Postings can be removed at any time.**

Obtain an application from the City Hall Receptionist/HR Representative at 2401 Market Street, Baytown, TX 77520 or call 281/422-8281. The City of Baytown is an Equal Opportunity Employer of qualified individuals. You can email applications to [jobs@baytown.org](mailto:jobs@baytown.org) or fax to (281) 420-6586.

**Posting # 09-027**

**Equal Opportunity Job Line: 281-420-6551**