

PS DISPATCH SHIFT SUPERVISOR

Job Post Closing Date: 12/21/07

We are looking for a dynamic individual to supervise a team of Public Safety Dispatch Operators. In addition to supervising, this position will also answer 9-1-1, fire and police dispatch phones and dispatch police officers and fire units. Must be able to remain calm under stressful situations. Other duties include: approving use of accrued leave, check time sheets and have the ability to train staff and handle supervisory situations that may arise within the scope of the shift.

In the event of an emergency, must be available to be on call and remain on duty for extended time periods. Assignment of shift will be made based on opening after successful completion of training program.

Experience includes three years supervisory experience in a public safety dispatch environment and meet the State of Texas and Texas Dept. of Public Safety requirements for Telecommunications Operators. The successful individual must also be computer literate with advanced knowledge of office software such as word and excel and have experience in current methods of personnel supervision at the first line level.

A job related computer skills test will be given to qualified candidates.

Entry Salary: \$21.33/hr + excellent benefit package