



CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Communications Manager



Salary: \$84,002 - \$107,878 annually, plus excellent benefits.

The Position:

Under general direction, supervises, assigns, reviews and participates in the work of staff responsible for providing police dispatch services; plans, organizes, evaluates and manages the Simi Valley Communications Center; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

Minimum Qualifications:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in emergency management, criminal justice, police science, or a related field with specialized training in emergency dispatch, police dispatch or a related field. Certification as an Emergency Number Professional (ENP) highly desirable.

Experience: Five years of police dispatch experience including two years of administrative or lead supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, a Peace Officer's Standards and Training (POST) Basic Public Safety Dispatcher certificate.

The Ideal Candidate Will:

- Demonstrate a high level of knowledge, skills and proficiency in the supervision of a Police Communications Center.
- Possess excellent written and verbal communication skills, along with the ability to plan, prioritize, assign, supervise, develop, review, and participate in the work of staff responsible for providing police dispatch services.
- Be current with legal updates as they relate to the daily operation of the dispatch center.
- Possess the ability to monitor the dispatch center equipment needs; research the dispatch equipment market; make recommendations on equipment purchases; work with vendors to secure best product and pricing; develop purchasing strategies and oversee installations of equipment.

The City of Simi Valley is an Equal Opportunity Employer

Benefits:

- Retirement: CalPERS 2% @ 55 or 2% @ 62 defined retirement plan. Employees currently pay a 7% contribution.
- Medical: \$136/mo, plus up to \$2,040.18/mo in "Simiflex Dollars" (cash to offset the cost of health or other optional benefits).
- Dental: A PPO and HMO plan are available. Employee cost ranges from \$0 to \$52 per month.
- Vision: A plan is available for a cost of \$2.66 per month.
- Life Insurance: \$101,000 for employees and \$5,000 for each dependent is provided at no cost.
- Disability Insurance: Paid by the City.
- Retirement Health Savings Plan: \$200 per month.
- Deferred Compensation: 401(k) plan; the City will match employee contribution up to \$185.83 per month.
- Annual Leave (Vacation & Sick Leave): 227.5 hours/year - first five years; 267.54 after five years; & 279.5 after ten years.
- Holidays: 11 paid holidays per year (paid at eight hours each), as well as an 8-hour floating holiday.
- Alternative Work Schedule: Many City positions work a 9/80 schedule with alternative Monday or Friday off.

Optional benefits and tuition reimbursement are also available.



City of Simi Valley Human Resources

2929 Tapo Canyon Road

Simi Valley, CA 93063

www.simivalley.org

Questions? Contact Human Resources via e-mail at jobs@simivalley.org or call (805) 583-6743.

The provisions on this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

Application and Recruitment Process

This recruitment is open until filled and may close at any time. **The first review of applications will occur on April 11, 2019, or when 75 applications are received, whichever occurs first.** Apply online at www.Calopps.org.

Resumes are not accepted in lieu of the City's Application form. Employment applications and supplemental questionnaires must be complete, contain a minimum of ten years of experience (appropriately), and list gaps of employment.

Selection Process: Candidates who possess the best combination of qualifications will be invited to interview; an interview is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.