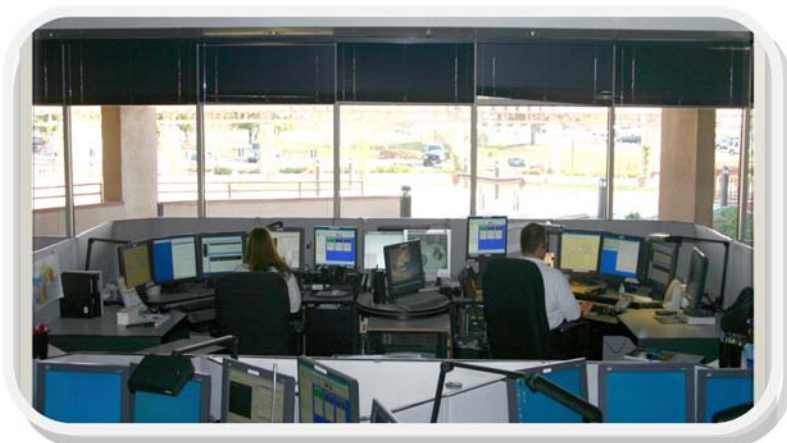




# CITY OF SIMI VALLEY

*Announcing an Outstanding Career Opportunity*

## **Communications Supervisor**



**Salary:** \$29.27 - \$37.34 per hour, plus excellent benefits. Benefits include fully paid medical for most plans (including family coverage) as specified in the current union contract.

### **Position:**

Supervises, assigns, evaluates, and participates in the work of staff responsible for performing a variety of dispatching duties for emergency and non-emergency calls, dispatching police officers to calls for service, and operating a variety of communication equipment including radio, telephone, and computer systems; 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 the completion of the twelfth grade supplemented by college level course work in police communications, criminal justice, or a related field.

**Experience:** Three years of police dispatch experience. One year of lead supervisory responsibility is desirable.

#### **License or Certificate:**

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

**Special Requirements:** Prospective employees will be required to undergo a thorough background investigation, which will include a medical, psychological, polygraph, and drug/alcohol screening.

### **# The Ideal Candidate Will Possess:**

The ideal candidate will demonstrate a high level of knowledge, skills and proficiency in the supervision of a Police Communications Center.

The candidate should 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.

With this in mind, the ideal candidate should also be current with legal updates as they relate to the daily operation of the dispatch center.

Further, the ideal candidate should possess strong technical and customer service skills with the ability to monitor the dispatch center equipment needs; research the dispatch equipment market; make recommendations on equipment purchases while building relationships with potential vendors and consultants.

*The City of Simi Valley is an Equal Opportunity Employer*

## **Benefits:**

**Defined Benefit / Pension Plan:** Retirement benefits calculated based on employee's years of service, age at retirement, and final compensation (average salary over a specified period of employment);

**Deferred Compensation:** 457 available with immediately vested City match and/or contribution;

**Basic Life Insurance for employees and their dependents:** provided at no cost; option to purchase additional life insurance at our group rate is available;

**Annual Leave:** Vacation & sick leave combined into one account;

**Paid Holidays:** 11 paid holidays per year;

**Annual Leave Cash Out:** Employees can cash out accrued annual leave;

**Tuition reimbursement:** Reimbursement for tuition and textbooks;

**Coverage Start:** Health, Dental and Vision coverage beginning the 1<sup>st</sup> of the month following hire date;

**Simi Flex Dollars:** Generous City contribution which in most cases covers the full cost of family health plan premium;

**Health Plan:** Choice of multiple PPO and HMO options from Anthem, Blue Shield, Health Net, Unitedhealthcare and Kaiser;

**Prescription Drug Plan:** Major retail options and mail order program;

**Dental Plan:** Choice of PPO or HMO from Delta Dental;

**Vision Care:** Provided by VSP for exams and eye wear;

**Employee Assistance Program (EAP):** Confidential counseling and referral service to help employees and their household members resolve personal problems, provided by MHN;

**Optional Insurance from AFLAC:** Available plans include accident, cancer, hospital and critical care.

City of Simi Valley Human Resources

2929 Tapo Canyon Road

Simi Valley, CA 93063

[www.simivalley.org](http://www.simivalley.org)

Questions? Contact Human Resources via e-mail at [jobs@simivalley.org](mailto: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. Apply online at [www.Calopps.org](http://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.

