



# COMMITTED TO ORGANIZATIONAL EXCELLENCE & COMMUNITY SAFETY

THE CITY OF LIVERMORE IS ACCEPTING APPLICATIONS FOR

## PUBLIC SAFETY DISPATCHER - LATERAL

\$6,634 - \$6,960 - \$7,302 - \$7,660 - \$8,037 per month plus an excellent benefits package



### WE ARE HIRING!

The Livermore Police Department is hiring Lateral Public Safety Dispatchers. Public Safety Dispatchers receive 9-1-1 system emergency and non-emergency calls and dispatch assignments according to police procedures, and provide support services as needed. If you are currently employed as an emergency dispatcher for a police agency and would like to work for the City of Livermore, now is the time to apply.

### THE IDEAL CANDIDATE

The ideal candidate will possess the following knowledge, skills, abilities, & characteristics:

- Values and possesses high ethical and professional standards
- Analyzes situations quickly and exercises sound judgment and initiative
- Maintains confidentiality and accuracy with high attention to detail
- Excellent interpersonal and customer service skills including communicating effectively with those contacted in the course of work
- Willingness to learn new tasks as well as perform routine tasks at an optimal level of performance
- Enthusiasm and desire to serve the Livermore Community
- Willingness and ability to work a variety of shifts, including 11 hour shifts on a 4-11 work schedule
- Meet the City's keyboarding standard of 35 net words per minute

### HOW TO APPLY

Submit your online employment application at [www.LivermoreCA.gov](http://www.LivermoreCA.gov) to be considered for this position. Apply immediately as the recruitment may close at any time.

### TESTING & SELECTION

Applications and supplemental questionnaires will be screened to determine the best qualified candidates to advance in the testing process. Meeting the minimum requirements of the position does not guarantee an invitation to the testing process. Candidates who pass the phases of the testing process will be placed on an Eligible List for hire.

Candidates who are considered for this position will be subject to the following as part of the selection process: polygraph test; background investigation (minimally includes verification of education, employment, military, criminal history, civil litigation, credit history, DMV records, and personal history); and post-offer drug screen, and medical and psychological examinations.

### GENERAL INFORMATION

Work periods and work days are subject to change dependent upon the operational requirements of the City. At time of hire, proof of United States citizenship or authorization to work in the United States must be presented. The probationary period for this position is 18 months.

### HOW TO APPLY

Scan the QR code or visit the Human Resources employment website at [www.LivermoreCA.gov](http://www.LivermoreCA.gov).



*The City of Livermore is an equal opportunity employer and supports workforce diversity.*

# JOIN IN MAKING LIVERMORE A BEAUTIFUL PLACE



Located in the Tri-Valley Region approximately 50 miles east of San Francisco with a diverse population of 91,000+ residents, Livermore is uniquely situated as the easternmost city in Alameda County and is the gateway to the Central Valley. Encompassing 26.44 square miles and founded in 1869, Livermore is one of California's oldest wine regions and the City is framed by beautiful vineyards and open space. Its unique cultural identity blends elements of western heritage, viticulture, and open space with science and innovation. Quality of life is a fundamental part of the active Livermore lifestyle.

## QUALIFICATIONS

**Experience:** Two years of experience involving heavy public contact while performing multiple tasks and using a computer. To be eligible for the Public Safety Dispatcher - Lateral position, you must be currently employed as an emergency dispatcher with a police agency and have completed the probationary period.

**Education:** Equivalent to graduation from high school. College course work in communications, business administration, or a related field are desirable.

**Certification:** Possession of POST Public Safety Dispatching Certificate is required at time of appointment to be eligible for this lateral recruitment.

**License:** May require the possession of a valid California driver's license and satisfactory driving record as determined by the City.

**Other Requirements:** Willingness and ability to work any shift in a 24 hour period, holidays, weekends, scheduled and emergency overtime, and be available for call back as required; attend classes during work and non-work hours as required; maintain the certifications necessary for this job classification; and wear a uniform and comply with departmental grooming standards.


**Special Requirements:** Essential duties may require the mental and/or physical ability to quickly read fine print, charts, graphs, maps, and computer monitors; see fine detail with no color deficiencies; hear and understand radio and telephone transmissions through headsets, handsets, and


## QUALIFICATIONS (continued)


speakers, sometimes with interference, radio and telephone transmissions through headsets, handsets, and speakers, sometimes with interference, static, and background noises, such as with others talking in the room, audible traffic noise, and telephone ringing; hear a telephone ring when the bell unit is located 30' away; discern various tones, rhythms, and series of "beeps" through a headset and over a speaker; discern when a person is speaking with varying degrees of volume, such as shouting or whispering including emotional states; speak quickly in a clear, understandable voice with sufficient volume and tone quality to project effectively over radio, telephone, and in person; move quickly about the building or to other buildings, as needed; stamina to sit for long periods of time and to work long hours; operate computer keyboards and complex radio computer equipment; strength to safely lift and maneuver up to 40 pounds; and quickly bend, reach, climb step stools, and stoop.



## Contact Us

 (925) 960-4100

 HR@LivermoreCA.gov

 Apply online at [www.LivermoreCA.gov](http://www.LivermoreCA.gov)

## AMERICANS WITH DISABILITIES ACT (ADA)

If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.