

CITY OF YAKIMA
invites applications for the position of:



Public Safety Communications Assistant Manager

SALARY: \$30.96 - \$37.66 Hourly
\$5,366.40 - \$6,527.73 Monthly

OPENING DATE: 08/12/13

CLOSING DATE: 09/03/13 04:00 PM

MINIMUM CLASS REQUIREMENTS:

High school diploma or equivalent and two years as a Public Safety Communications Supervisor or equivalent or two years experience in a supervisor capacity in a Public Safety, Air Traffic Control or similar organization. Emergency Dispatch experience is preferred. Must successfully pass background check, polygraph, physical exam, and psychological evaluation.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES:

Must possess/obtain and maintain all licenses, registrations and/or certifications required to perform the duties of dispatcher, including ACCESS certification.

JOB SUMMARY:

Under general supervision is responsible for the day-to-day operation of the fire, emergency medical, and law enforcement dispatch and 911 call answering sections (Communications Center). Supervises subordinate personnel in the Communications Center.

ESSENTIAL FUNCTIONS:

The following duties are illustrative only and not all encompassing. Other related duties may be required as a function of this position.

ESSENTIAL DUTIES:

Provides direct supervision of the Communications Center.

Responsible for the preparation and maintenance of payroll for the personnel in the Communications Center.

Responsible for development and implementation of Communications Center procedures and techniques.

Ensures that Communications Center personnel receive proper training in communications techniques, operation of equipment, procedures, computers and computer programs and applications.

Ensures that the Master Street Addressing Guide (MSAG) and other programs/projects specific to 911 are maintained and performed in a timely, efficient manner.

Coordinates and supervises emergency communications for other agencies that use the services of the Communication Center.

Ensures that alarm receiving systems are in compliance with local, state and federal regulations and laws. Ensures proper records and reports on the alarm receiving systems are maintained.

Works with the Information Systems Division and the Division Manager to ensure that the Computer Aided Dispatch and related systems are operational and updated to meet the Communications Center's requirements.

Ensures security and confidentiality of sensitive information.

Conducts performance evaluations of subordinate personnel. Investigates complaints. Fulfills responsibilities of the grievance procedure.

Secondary Duties:

Makes presentations to management, representatives of the community and other agencies in regards to the Center's operation. Meets and works with representatives of community, city officials, government officials, businesses and agencies in formal and informal forums.

Prepares reports as required by the division and for other agencies.

Serves as acting Division Manager as assigned.

Provides assistance to the Manager in preparation and maintenance of the Communications Center budget.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Thorough knowledge of: principles of dispatch and 911 call answering operations as related to telephone, radio procedures and computer programs and systems; principles of alarm monitoring systems and related regulations and standards, computer operations, software and systems. Ability to: supervise, train and instruct personnel in the operation of the Communications Center; assume the duties of dispatcher when necessary; and meet and deal with people in a courteous and tactful manner.

PHYSICAL DEMANDS:

Work is performed primarily in an office environment with occasional traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Continuous use of both hands in reaching/handling/grasping/fingering while performing duties and operating on computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs while maintaining balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS:

Subject to stress due to the nature and urgency of the emergency services provided. Works in a secured environment with artificial lighting. No smoking is allowed in the building. May be required to work shift work when necessary. May be required to work beyond the normal work schedule.

MINIMUM SCREENING FOR PUBLIC SAFETY

HIGHER LEVEL SCREENING CRITERIA WILL BE APPLIED THROUGH BACKGROUND PROCESS

MINIMALLY YOU CANNOT BE A YAKIMA PUBLIC SAFETY EMPLOYEE IF:

1. You do not possess or cannot obtain a valid Washington State driver's license.
2. You will not be 18 years old at the time of exam.
3. You have been convicted of D.U.I. within the past five years or have two or more D.U.I. convictions. A diversion or similar action (First Degree Negligent Driving) is the same as a conviction.
4. You have been convicted of any felony charges — traffic or criminal.
5. You have possessed any illegal drug in the past year.
6. You have ever manufactured, sold, offered to sell, distributed, or transported for sale any illegal drugs/narcotics.
7. You have been convicted of any crime involving false swearing.
8. You have been dishonorably discharged from the armed services.
9. You do not successfully pass a Department polygraph or you cannot be certified medically by Department physicians.
10. You have been convicted of a domestic violence related crime, which precludes you from possessing a firearm.

ADDITIONALLY YOU ARE NOT LIKELY TO BE HIRED AS A PUBLIC SAFETY EMPLOYEE IF:

1. Your traffic history shows a continuing and/or recent pattern of poor decision making.
2. Your financial affairs or personal life shows a history of poor judgment and refusal to confront problems. (Example: Nonpayment of child support, ignoring overdue bills, etc.)
3. You have recently or are currently misrepresenting yourself or ignoring any laws. (Example: Not paying taxes, using a false address for school tuition purposes, etc.)
4. You have a pattern of involvement with illegal drugs.
5. Your work history shows a pattern of unexcused absences, discipline, or discharge.
6. People who know you have doubts about your honesty, integrity, or character.
7. You have been involved in significant misdemeanor activity.

Applicants are also cautioned that government clearances or success in other police agency selection processes are no guarantee of success in our process.

This list is not all inclusive and is intended only as baseline and general guideline.

DRUG USAGE - MINIMAL GUIDELINES

The City of Yakima will use the following guidelines for automatic rejection of public safety applicants. Additional and higher level screening criteria will also apply. Background Checks and Polygraph Examinations will be conducted on successful candidates.

ANY USE OF ILLEGAL DRUGS FALLING UNDER THE FOLLOWING CATEGORIES WILL RESULT IN AUTOMATIC REJECTION.

1. Any illegal drug use within the last year.
2. Injection of amphetamines/methamphetamine.
3. Use of opiates/narcotics (heroin, morphine, etc.) or abuse of prescribed opiate/narcotics.
4. Use of cocaine over five times regardless of time frame. Any injection of cocaine
5. Participating in the manufacture, selling, offering to sell, distribution or transporting for sale any illegal drugs/narcotics, regardless of the time frame.
6. Use of any illegal drugs after submitting an application with any law enforcement agency within the last five years.
7. Use of non-prescribed oral or injectable steroids over five sequences/cycles within the last two years.
8. Use of illegal drugs while employed by a law enforcement agency regardless of the time frame.
9. Use of Marijuana/Hashish over 15 times

ANY USE OF THE FOLLOWING ILLEGAL DRUGS WITHIN THE PAST TEN YEARS WILL RESULT IN AUTOMATIC REJECTION.

Use of hallucinogenic drugs (mushrooms, LSD, PCP, etc)

ANY USE OF THE FOLLOWING ILLEGAL DRUGS WITHIN THE PAST FIVE YEARS UNDER THE FOLLOWING CRITERIA WILL RESULT IN AUTOMATIC REJECTION.

1. Use of amphetamines/methamphetamine over five times
2. Swallowing/sniffing/smoking illegal amphetamines or methamphetamine one time.
3. Use of crack cocaine one time.
4. Use of free-based cocaine/paste one time.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.yakimawa.gov>

Position #13-00150
PUBLIC SAFETY COMMUNICATIONS ASSISTANT MANAGER
GP

129 N. 2nd Street
Yakima, WA 98901
(509) 575-6090

Email address: jobs@ci.yakima.wa.us

Public Safety Communications Assistant Manager Supplemental Questionnaire

- * 1. Each applicant must complete the supplemental questions as part of the screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification of the selection process. Do you agree to answer each supplemental question truthfully and your response CAN BE VERIFIED & QUANTIFIED WITHIN YOUR APPLICATION?
 Yes
 No
- * 2. I have reviewed the basic screening criteria and drug use information on the job posting. My background and qualifications meet or exceed the standards as listed.
 Yes
 No
- * 3. I realize this screening criteria outlines only minimal standards and to qualify for the position I will need to successfully pass a detailed background check, polygraph examination, physical exam and psychological evaluation.
 Yes
 No
- * 4. I understand as a Public Safety Employee I MUST be available to work ANY assigned shift.
 Yes
 No
- * 5. I am able to work a rotating work schedule that includes day, swing and night shifts.
 Yes
 No
- * 6. I am able to work all days of the week including weekends and holidays; and overtime as needed.
 Yes
 No
- * 7. I understand that for my application to be considered I must thoroughly complete the work experience and education portions of the application form to clearly define how I meet the minimum qualifications for this job
 Yes
 No
- * 8. Where in the application is this experience specifically outlined and documented? Enter here the name(s) of the employer(s) and your job title(s). (Be sure application clearly outlines your job duties and lists both the months and years of experience in each position.)
- * 9. Please describe particular skills, experience or training which you believe BEST qualifies you for this position.

* 10. What supervisory experience do you have? Please include specifics of the experience such as months/years of experience; place of employment; number of people supervised; and level of authority .

* 11. I hereby certify that all statements made in this application including the supplemental questions are true, complete, and correct to the best of my knowledge, and that any false statement shall be considered sufficient cause for employment disqualification or discharge.

Yes

No

* Required Question