



Position: Dispatch Manager
Salary Range: \$58,956 to \$88,536/annually
Location: Marquam Hill Campus in Portland, Oregon
Contact: Vicky Stormo (503) 494-6770

Position Details:

OHSU is searching for a Dispatch Manager to manage the Dispatch/Records unit, a 24 hour, 7 day a week operation. Manages and coordinates the work of dispatchers who take calls for law enforcement services, fire, medical, emergency maintenance assistance and customer service. Directs and monitors records collection, storage preservation, retention and retrieval ensuring that University, City, state and Federal requirements are met. Responsible for the operation of Law Enforcement Computer Aided Dispatch computer systems and other technology and computer databases utilized by the Department of Public Safety.

**Department of Public Safety
University Police**

Service - Integrity - Respect

Mail code: PP22C
3181 S.W. Sam Jackson Park Rd.
Portland, Oregon 97239-3098
tel 503 494-7744
fax 503 494-4839

Qualifications:

Must possess High School diploma or equivalent, intermediate computer skills, valid driver's license and a criminal history free of any disqualifying offenses. Must have sound understanding of Oregon administrative rules regarding archiving and Uniform Crime reporting requirements. Must be able to obtain LEADS Certification within 60 days of employment, CPR/First Aid certification within 90 days of hire and complete NIMS 100, 200, 300, 400 and 700 within 12 months of employment. Minimum of 2 years in Law Enforcement or equivalent and 2-3 years of experience in supervision or management required. Experience in an Emergency Operations Center and current Oregon Emergency Telecommunicator Certification preferred.

For additional details about the position and to apply, visit <http://www.ohsu.edu/xd/about/services/humanresources/> and search for Dispatch Manager in Public Safety.

Posting Expires:

February 8, 2013