

Seeking A Higher Standard

Shared Values, Principles and Vision

Employees of the City share values and principles which are moral and honorable. We share a vision of excellence. We adhere to an ethical standard of fairness, honesty and equitable treatment.

Strong Customer Service Philosophy

Outstanding customer service is our standard.

Accountable Employees

We have a sense of job ownership that comes from understanding how our job fits into the big picture.

Teamwork

We work cooperatively to address challenges facing our community and our organization.

Commitment to Quality

We are committed to providing responsive and quality service.

Commitment to Improvement

We strive to continuously improve our methods of doing business.

THERE'S MORE HERE™

The City of Livermore is currently seeking applications for Lateral Public Safety Dispatcher positions.

Compensation:

\$4,913.69- \$5,972.62 per month

Benefits:

Information is available online at

[www.ci.livermore.ca.us/
Human_Resources/empdocs.html](http://www.ci.livermore.ca.us/Human_Resources/empdocs.html)

or by referring to the Summary of Benefits insert.

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



CITY OF LIVERMORE
Human Resources Department
1052 South Livermore Avenue
Livermore, CA 94550-4899

phone: (925) 960-4100
fax: (925) 960-4105
TDD: (925) 960-4104

www.ci.livermore.ca.us

Building Community Creating Opportunity

PUBLIC SAFETY DISPATCHER— LATERAL
(Experience Required)

NOW ACCEPTING APPLICATIONS



Join In Making Livermore A Beautiful Place



HOW TO APPLY, THE POSITION, PROFESSIONAL QUALIFICATIONS

The City of Livermore is currently recruiting for the position of Lateral Public Safety Dispatchers. If you are currently employed as an emergency dispatcher and have completed a POST certified Public Safety Dispatcher's Basic Course (of no less than 80 hours) and probation with satisfactory performance, the City of Livermore has a great opportunity for you!

TO APPLY

Apply online at www.ci.livermore.ca.us or contact the Human Resources Department at (925) 960-4100 for application materials. All required application materials must be received in the Human Resources Department to be considered for this position. Apply immediately as recruitment may close at any time.

TESTING & SELECTION

The applications and supplemental questionnaires will be evaluated and the best qualified will be placed on an employment eligible list. Upon conditional offer of employment, candidates must pass a drug screening and medical and psychological examinations by a City physician. 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 at least 18 months.

THE POSITION

The Livermore Police Department is currently recruiting for a Lateral Public Safety Dispatcher. Livermore Public Safety Dispatchers receive 9-1-1 system emergency and non-emergency calls and dispatch assignments according to police and fire procedures. Dispatchers also provide support services; maintain records, and may be assigned to assist in processing of arrested persons.

The Communications Center consists of a total of 18 public safety dispatchers and 2 supervisors. The Communication Center dispatches both police and fire calls using state of the art Computer Aided Dispatch (CAD) technology. If you are currently employed as an emergency dispatcher and meet the dispatcher requirements, please consider Livermore the choice of your next employment.

IDEAL CANDIDATE

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

- * High energy and excellent multi-tasking and prioritization skills which are required to succeed in this fast paced emergency environment
- * A commitment to and enthusiasm for assisting the public, public safety personnel, and other stakeholders
- * A genuine interest in serving the needs of others and the community
- * Team oriented and an effective communicator
- * A willingness to learn new tasks as well as perform routine tasks at an optimal level of performance

- * Willingness and ability to work 11 hour shifts on a 4-11 work schedule

PROFESSIONAL QUALIFICATIONS

Experience: Employment within the last six months as an emergency dispatcher in a public agency receiving and dispatching 9-1-1 calls, with satisfactory completion of probationary period and performance evaluations which indicate candidate has successfully met or exceeded standards.

Certification: Completion of the POST certified Public Safety Dispatcher's Basic Course (of no less than 80 hours) AND a Typing/Keyboarding Certificate certifying a proficiency of a net minimum 35 wpm are required.

Other and Special Requirements: Willingness and ability to work any shift in a 24 hour period, and holidays, weekends, scheduled and emergency overtime; view all other essential requirements on-line at http://www.ci.livermore.ca.us/Human_Resources/onlinedocs/ClassSpec/pdf/PublicSafetyDisp.pdf

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 the Human Resources Department at the time you submit your application.