



**The City of Foster City/Estero Municipal Improvement District
ANNOUNCES
POLICE/FIRE DISPATCHER
\$5,487 - \$6,669 per month
Final Filing Date – August 17, 2007**

Receives and dispatches 9-1-1 emergency and non-emergency calls from the public for police, fire and ambulance personnel, equipment, services, and after-hours public works services.

JOB-RELATED QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of: standard radio and telephone communications receiving and transmitting equipment; modern office procedures, methods and computer systems.

Ability to: enunciate, speaking clearly, distinctly, and concisely; learn to write in a legible, grammatically correct, and accurate manner to report and record information; learn, retain and utilize the full capabilities of the computer-aided dispatch system and other dispatch equipment in a quick and effective manner; learn, retain, and use broadcasting, departmental, and City procedures, rules and codes; learn, retain and use geographic detail within service area; hear and understand multiple messages and direction simultaneously; explicitly follow oral and written instructions; use mature judgment; apply a practical, thorough approach to a wide variety of circumstances and individuals.

EDUCATION AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities. A typical way would be:

Education: Graduation from high school or equivalent.

Experience: one year of experience working with radio and computer equipment, preferably in the field of law enforcement, fire or medical dispatching.

SPECIAL REQUIREMENTS:

Ability to memorize and retain detailed information; ability to listen and effectively act upon many directions and requests simultaneously; ability to learn, retain and apply procedural guidelines; work a variety of shifts and hours, including nights, evenings, days, weekends, and holidays on a rotating basis; sit in a stationary position for long periods of time; reach, stand and hear to operate equipment; consistently maintain mental alertness, remain calm and composed in difficult and emergency circumstances.

LICENSES, CERTIFICATES AND REGISTRATION:

Possession of a valid California Driver's License.

Certificates: Possess a POST Dispatcher test certificate and meet update training requirements as per POST guidelines.

BENEFITS:

The City of Foster City provides a superior benefits program which includes 12 paid holidays per year; annual sick leave; discretionary leave; Public Employees' Retirement System, 2.7%@55 formula effective October 1, 2007; Voluntary Deferred Compensation program; Flexible Benefits Program including health, dental, vision and medical/dependent care reimbursement accounts; VEBA program; vacation accrued at the rate of 11 working days per year for the first three years then increasing to a maximum of 23 working days per year; long-term disability insurance; and life insurance.

HOW TO APPLY:

A City/District application and supplemental questionnaire are required for consideration and must be submitted no later than **5:00 p.m. on Friday, August 17, 2007**. The application and supplemental questionnaire may be submitted online by going to www.calopps.org. You may also obtain and submit the required application and supplemental questionnaire at the Human Resources Department, City of Foster City, 610 Foster City Blvd., Foster City, CA 94404. Fax – 650-574-3483. Job Hotline – 650-286-3562. Since a POST Dispatcher test certificate is required for this position, you will also have to send in your certificate with a passing T-Score of 46 or higher to John Castanha at the Human Resources address listed above. Failure to send the certificate will result in disqualification from the recruitment process. You may take the POST Dispatcher test at one of the following locations:

Evergreen Valley College Campus
4750 San Felipe Road
San Jose, CA 95135
(408) 270-6458

College of San Mateo
1700 West Hillsdale Boulevard
San Mateo, CA 94402
(650) 574-6466

Please contact the colleges directly to schedule a test time.

SELECTION PROCEDURE:

A limited number of the most qualified candidates will be invited to continue in the selection process. The selection process can consist of one or more of the following components: written exam, oral board interview, and assessment center. An employment list will be established consisting of candidates that successfully complete the selection process. A departmental interview will be scheduled to fill the current vacancy following the establishment of the list. This list will be in effect for one year or until exhaustion. A background check will be done before a conditional job offer is made. After a conditional job offer, applicants must complete a psychological exam, fingerprinting, and pre-employment medical examination.

SUPPLEMENTAL QUESTIONNAIRE:

Question #1 - What do you feel are the major benefits and challenges of working in a public safety dispatch center?

Question #2 - Please describe your background working in a stressful environment and what enables you to do so in the capacity of a Police/Fire Dispatcher.

Question #3 - Please describe your experience working in an environment in which you were required to multi-task on a regular basis.