

Compensation & Benefits

Monthly salary for this position is \$5,104 - \$6,204 DOQ. Current benefit features include:

- 2.5 % @ 55 public employment retirement (PERS) package; the 8% employee paid portion of the PERS retirement contribution is tax-deferred; five years to vest.
- Cafeteria Benefit Plan for employees/dependents includes Teamster Local 856 trust fund for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.
- 192 hours of general leave time per year. General leave may be used for vacation, sick, personal and emergency leave.
- Thirteen paid holidays, including one floating holiday.
- City paid term life insurance; supplemental life insurance coverage is optional.
- Voluntary Long-Term Disability Insurance, AD&D Insurance, and Deferred Compensation Plan.

Application & Selection Process

To be considered for this position, submit a City application and typing certificate dated within the last six months (with a minimum typing speed of 35 net wpm) to the Human Resources Department or place in the Employment Application drop box (located near the entrance to City Hall) before **5 P.M., January 26, 2006**. City applications may be obtained from our website at www.fremont.gov, by calling 510-494-4660, or from the Human Resources Department at 3300 Capitol Ave, Fremont, CA 94538. Based on a review of application materials submitted, the most qualified candidates will be invited to participate in the selection process, which may include a written examination, individual or group interviews, complete background investigation, or other related components.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the examination by calling (510) 494-4660.

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

Career Opportunity



Invites Qualified Applicants for the Position of

Police Communications Dispatch Supervisor

Monthly Salary
\$5,104 - \$6,204 DOQ

Application Deadline:
January 26, 2006
5:00 p.m.

Fremont Has Much to Offer

Fremont is a family-friendly city with great schools, beautiful parks, and a low crime rate. It is the fourth largest city in the Bay Area, with a population of 210,000 and is nationally recognized as an innovative leader in municipal government. The City offers a supportive team atmosphere, plus competitive salaries and great benefits. It has an exceptional workforce of 900 employees, with leadership provided by the City Manager and City Council.

The Position

The Police Communications Dispatch Supervisor will supervise and coordinate the training of other personnel performing communications and public counter work during an assigned shift. The incumbent will also perform the more difficult and complex Police Department communications and public counter work. This position will work in a state of the art communications environment, which operates 24 hours a day, 365 day per year. The position's unique work schedule is an 11-hour workday, 4 days on and 4 days off (with 6 month shift rotations), which allows employees an opportunity for frequent weekends and holidays off.

Examples of Duties

- Perform the more difficult and complex duties and responsibilities of Police Communications Dispatcher.
- Supervise and direct other communication and public counter personnel.
- Oversee the training of, or train new employees.
- Instruct employees on new equipment, policies and procedures.
- Evaluate subordinate employees.
- Coordinate scheduling of hours, vacations and other time off for assigned shift.
- Perform a variety of other duties in support of the Police Department information and communication functions.
- Perform other related duties as assigned.

Candidate Profile

The ideal candidate will possess the following knowledge and abilities:

- Knowledge of: principles and techniques of radio communication; principles and practices of supervision and training; record keeping; law enforcement communications networks and the formats used in handling information from them; computer assisted dispatch systems and record management systems.
- Ability to: coordinate the work of law enforcement personnel in the field and information and communications personnel; act with resourcefulness, courtesy and initiative; train, supervise and evaluate others; receive and resolve complaints and problems; communicate clearly and efficiently; establish and maintain effective working relationships; understand, give, receive and carry out written and verbal instruction; keep records and prepare reports; operate a variety of communications and office equipment; learn the geography of the City of Fremont; distinguish colors and operate the mobile field H.Q. truck.

Education & Experience

Any combination of education and experience that demonstrates possession of and competency in necessary knowledge and abilities, such as: two years of increasingly responsible experience performing public safety communications duties. Supervisory experience is highly desirable.

Special Requirements

The ability to type a minimum of 35 net wpm is required. Possession of, or the ability to obtain prior to appointment, a California Class C driver's license to operate the mobile field H.Q. truck is required. Candidates must successfully pass a complete background investigation, including drug testing as mandated by the Department of Transportation anti-drug program, and be able to distinguish and interpret meaning of colors on video display terminals.