

## **DISPATCHER**

### **Police/Safety Services**

Pasadena City College (S. Calif.), monthly salary range: \$2,960.27 to \$3,778.14 (Includes 5% Differential), work schedule hours: 12-hour rotating shift. Under direction of the lead Senior Dispatcher, performs a variety of dispatch and police administrative duties of above-average difficulty which require learning specific policies and practices and selecting which procedures to use for specific cases; types with accuracy and speed; and does related work as required. The District is a POST certified agency.

#### **EXAMPLES OF DUTIES**

1. Establishes priorities and performs all the clerical tasks and services related to Police/Safety Services.
2. Communicates clearly and concisely, both orally and in writing.
3. Answers emergency and routine calls from Police/Safety personnel via radio and telephone.
4. Answers emergency and routine calls from students, staff, guests, and public safety departments via telephone.
5. Maintains communication with units on assignment, status and location of all field units.
6. Maintains daily logs, reports and other documents relating to public safety activities.
7. Monitors the fire, intrusion, and panic alarms.
8. Interprets electronic alarm signals and dispatches personnel to answer the alarms as needed.
9. Enters, organizes, maintains, edits and retrieves data for parking citations in a computer database.
10. Keeps records of information; enters data, files and retrieves information.
11. Checks data for completeness and for compliance with criteria.
12. Handles confidential material with discretion.
13. Receives and maintains lost and found items; notifies owners of found property.
14. Monitors and manipulates all campus video surveillance cameras.
15. Operates a variety of public safety telecommunications equipment.
16. Enters, updates, and retrieves information from teletype networks relating to stolen vehicles, stolen property, wanted or missing persons.
17. At the request of a supervisor, performs a variety of unscheduled duties normally and traditionally performed by a Dispatcher.

#### **MINIMUM QUALIFICATION**

Education and Experience: Graduation from high school or possession of a GED credential.

Knowledge and Abilities: Knowledge of California penal and vehicle codes and certain community college Education Codes; rules and regulations, and radio procedures of the FCC. Ability to read and interpret written documents; learn college rules and regulations;

work under pressure, exercise good judgment and make sound decisions in emergency situations work without direct supervision and to be selfmotivated on the job; deal tactfully and effectively with staff, students, guests, Pasadena Police

**FINAL DATE TO FILE DISTRICT APPLICATION** – Friday, November 16, 2007 by 12:30 p.m.

Knowledge and Abilities (cont.): Department, and other public safety agencies; file rapidly and accurately; work nights, weekends, holidays, emergency overtime and early morning hours; establish and maintain effective cooperative working relationships with those contacted in the course of work; learn the geography of the campus, including adjacent streets to the college; work in a multiethnic environment.

### **DESIRABLE QUALIFICATIONS**

Previous experience in customer service especially in a college or university environment. Fundamental computer operation skills. Successful completion is required of the POST Public Safety Dispatcher Course within one year after date of employment. Possession of a POST police dispatcher public safety certificate and/or previous experience in law enforcement communications and dispatching are highly desirable.

**SKILLS:** Possession of keyboarding skills for computers. Varied clerical experience that establishes a working knowledge of office methods and equipment, including word processing and other computer software.

### **APPLICATION PROCEDURE**

A DISTRICT application form, cover letter, resume, and if applicable, a copy of Public Safety Dispatcher are required and must reach the Office of Human Resources by 12:30 p.m. on the date above. A postmark is not acceptable for this purpose.

To access application materials online, please visit our Web site: [www.pasadena.edu](http://www.pasadena.edu). To request the District application by telephone, call 626.585.7257.

We regret that we cannot accept applications and supporting documents electronically or by fax transmission.

Applications **must** include all items listed below:

Official District application form

Cover letter

Resume

If applicable, proof of completion of Public Safety Dispatcher Course (within the past two years)

Other information considered pertinent to the application (optional)

Note: All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District.

Mail District application and supporting documents to:

Human Resources (C204)  
Pasadena City College  
1570 East Colorado Boulevard  
Pasadena, CA 91106

The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications does not assure the candidate an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

### **BENEFITS**

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee. Sixteen (16) paid holidays per fiscal year.

### **PHYSICAL ABILITIES**

Vision to inspect written and typed documents, sitting for prolonged periods of time, bending, kneeling and reaching to retrieve and file records, grasping and repetitive hand movement for typing, filing and data entry and dexterity of hands and fingers to operate a keyboard and other office equipment, acute hearing when providing phone, radio and counter service District employees and the public.

**PROBATIONARY PERIOD:** One year.

### **ADDITIONAL INFORMATION**

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Individuals who are unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

Applicants must be available for interviews at Pasadena City College at no cost to the District.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform the Human Resources office. The application/interview process may involve speaking, reading, writing, and answering questions or other test-taking procedures. If you believe you may need reasonable accommodation to perform any of these tasks, need to inquire as to the specific nature of the tasks, or to assure physical access to the interview site, please contact the Human Resources office at 626.585.7388 and ask for the individual responsible for the scheduling and monitoring of employment interviews.

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

General inquiries regarding the position and/or District employment should be directed to the Human Resources office.