

NOTE: CURRENT ELIGIBLE EMPLOYEES WILL HAVE FIRST CONSIDERATION ON THIS POSITION, PRIOR TO CONSIDERING ANY OUTSIDE APPLICANTS.

**JOB OPPORTUNITY
CITY OF MANSFIELD, OHIO**

ORD #23-006 ~ POSTING DATE: 08/01/23 ~ **DEADLINE DATE: 08/21/23**

PUBLIC SAFETY (P.S.) DISPATCHER

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following classified position in the **PUBLIC SAFETY COMMUNICATION DIVISION of the Mansfield Police Dept:**

POSITIONS	GRADE	STEP	HOURLY	ANNUALLY
P.S. Dispatcher	16	D - F	\$17.61-\$24.99	\$36,629-\$51,979

3 Positions available.

* You may “laterally transfer” to the City of Mansfield from your current employer, if you have the required training, experience, and/or certifications. If you have met said standards, as approved by the City, you shall enter the position of Public Safety Dispatcher at the highest pay step, Step F as per the contract- current pay for August 2023 is \$51,979, base salary.

GENERAL STATEMENT OF DUTIES:

Under general supervision, operates and monitors communications equipment; dispatches emergency response personnel; data entry. Performs related duties.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Monitors and responds to all radio traffic and telephone calls (Emergency/non-emergency) exercising independent and prioritized Judgment to ensure employee and citizen safety;
Maintains availability status of emergency equipment and personnel;
Monitors and transmits radio frequencies of common public safety Interest;
Transmits information related to emergency vehicles (weather, hazardous street conditions, traffic problems, etc.);
Enters and maintains computer data;
Maintains logs, reports and schedules;
Miscellaneous clerical duties;
Performs related duties.

Must be willing to work all shifts including Holidays, Nights, & Weekends.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of (1) local and surrounding area geographic,(2) federal and state communication rules and regulations, (3) departmental methods and procedures, (4) communication equipment; Skill in (5) data entry, (6) typing; Ability to (7) function professionally and capably in a stressful environment, (8) remain calm in emergency situations.

ACCEPTABLE EXPERIENCE AND TRAINING:

Any combination of training and work experience which provides the required knowledge, skills and abilities.

MUST HAVE A CLEAR CONCISE VOICE

MUST HAVE ABILITY TO BECOME LEADS and EMD CERTIFIED – If certified, monthly payment is \$72.50.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. “WE ARE AN EQUAL OPPORTUNITY EMPLOYER.” WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.