

RECRUITMENT BULLETIN

BIG HORN COUNTY

Attn: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
20-09	March 5, 2020	March 27, 2020

POSITION: Dispatch Manager

LOCATION: Big Horn County Dispatch Center, 121 3rd Street West, Hardin, Montana

SALARY: \$19.00 per hour plus benefits

DUTY HOURS: 8:00-17:00, M-F; must be willing to work varied hours; on-call for emergencies

MAJOR DUTIES: Responsible for the day-to-day operations of the Big Horn County dispatch center; supervises, assigns, schedules, trains, manages, and reviews performance of all Big Horn County dispatchers. Ensures work quality in dispatch center in accordance with policies, procedures, laws, and standards. Writes, revises, updates, and maintains policy and procedure manual for dispatch. Oversees and participates in the accurate and rapid dispatch of radio communications, receiving and transmitting routine and emergency 9-1-1 calls; provides technical assistance to dispatchers; and operates, troubleshoots, and supervises the operation of several types of communications equipment used in dispatch center. Resolves minor work or personnel problems, and gives input regarding discipline, training, and major job reassignments. Reviews data reflecting dispatch center and dispatchers' performances; prepares and completes analytical and statistical reports and memos; and oversees and ensures maintenance of recordkeeping and/or filing systems for the dispatch center. Develops budget recommendations for capital outlay, personnel services, equipment, and materials; and administers budget for dispatch operations. On call to assist with dispatch center operations during evening and/or overnight shifts. Performs related duties as necessary. Job description available upon request.

QUALIFICATIONS: Graduation from High School or its equivalent; never been convicted of a felony. Must have at least three (3) years of emergency communications and dispatch experience; must be certified as P.O.S.T dispatch or eligibility for certification by waiver; must be 9-1-1 and EMD (Emergency Medical Dispatcher) certified within twelve months of employment; and must be certified to access CJIN and NCIC (National Crime Information Center) within one (1) month of employment; must maintain continuing education and re-certification requirements during employment. Supervisory or management experience, including employee training and performance evaluation, required. Must have experience with modern office procedures, methods, and equipment, including computers. Knowledge of Big Horn County a plus. Must possess a valid Montana Driver License and must be an insurable driver.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

DISTRIBUTION: Statewide.

HOW TO APPLY: Submit a Big Horn County public safety application (include driving record, if from a state other than Montana in last five (5) years) PLUS P.O.S.T. Certificate or equivalent to the Human Resources Office, Room 302 of the Big Horn County Courthouse or to the mailing address listed above. For more information, contact (406) 665-9735 or rjohnson@bighorncountymt.gov

DEADLINE: Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: February 27, 2020

Bill to: Big Horn County Detention