

Memo

To: All Employees

From: Donna Peek, City Clerk/HR Director

Date: 8/8/19

Re: Position(s) Available Application deadline: August 30th, 2019

The City of Danville has a full-time position(s) available:

TELECOMMUNICATIONS OFFICER (s)

Position Purpose and Objectives:

This is a non-supervisory position that will work directly with the Citizens of Danville and other employees in an important position representing the City of Danville with a very high level of multi tasking. Under general supervision, receives, transmits, and relays information concerning public safety and law enforcement activities to, from and between City, County, State and other public safety/emergency agencies; performs other duties as required.

Essential duties and responsibilities:

- Must be able to come to work promptly and regularly
- Must be able to work scheduled hours as required
- Must be able to work all shifts including but not limited to:
(Weekend, holiday and frequent overtime)
- Must be able to take direction and work well with others
- Must be able to work under the stress of deadlines
- Must be able to concentrate in a high stress position and perform accurately
- Must be able to react to change productively and to handle other tasks as assigned
- Receives incoming emergency and non-emergency communications
- Relays messages to appropriate personnel and agencies
- Dealing directly with public safety personnel in a professional manner
- Handles citizen emergencies
- Dispatches police, fire and other emergency vehicles
- Record and maintains daily communications
- Monitors various radio frequencies
- Operates LINK/NCIC computer
- Provides information to Citizens by telephone and in person
- Set off emergency notification systems as needed
- Must be able to attend all required certification training
- Must have the ability to drive with a valid driver's license
- Ability to follow oral and written instructions
- Ability to communicate clearly with supervisors, fellow workers and the public

Ability to read and write
Extremely high level of multi-tasking
Must have good communication skills
Must be able to sit and perform repetitive movements for long periods of time
Must be able to type and use computer equipment
Provides EMD to citizens as needed
Performs other work as required

Desired Qualifications:

Working knowledge of F.C.C. rules and regulations governing operations of radio and telephone receiving and transmitting equipment
Working knowledge of basic radio transmission procedures
Working knowledge of the geography of the City of Danville and Boyle County
Skill in dealing with tactfully with people
Oral communication skills
Ability to act quickly, calmly and correctly in emergency situations
Ability to prepare and maintain an accurate filing system
Ability to conduct multiple tasks simultaneously
Ability to establish and maintain effective working relationships with other public safety organization and agencies, City officials, City Officers, employees, and the general public
Prior job experience in a related field
Any combination of education, training and experience, which provides the required knowledge, skills and ability, is preferred

Minimum Qualifications:

Completion of a standard high school curriculum (diploma) or GED
Must be able to attend, complete and pass the required academy – Certification required
Must possess a valid Ky. drivers license
No criminal record acceptable for this position
Must be a Citizen of the United States
Must have 20/20 corrected vision with no colorblindness
Must have no uncorrected hearing impairment
Must successfully pass a detailed background check
Must be able to type and have use of limbs

Other duties and responsibilities:

Daily contact requiring courtesy, discretion and sound judgment
Other duties may be assigned as needed within the City of Danville

Overtime Provision: Non-exempt

Physical demands and work environment:

The City does not discriminate in its employment practices on the basis of race, color, religion, sex, national origin, age, disability or other protected classification.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be provided for qualified individuals with disabilities in order to enable such individuals to perform the essential requirements of the job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and walk with constant use of hands, fingers, arms and legs performing repetitive motions constantly.

The employee must frequently lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision, long range vision, peripheral vision and the ability to adjust focus.

The noise level in the work environment varies.

General statement:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

If you are interested in applying for this position, contact Human Resources at City Hall, 238-1200 for an application. You can also download an application from our website: www.danvilleky.gov and click on the job opportunities.

- Donna Peek, City Hall 859-238-1200, EXT 2410 dpeek@danvilleky.gov All applicants will be required to pass a written test, skills test and submit to a background check.

DEADLINE: August 30th, 2019