



Dallas Independent School District

REVISION

Date: February 22, 2007
From: Human Resource Services
Subject: Vacancy—Job #9704685367 (226 Days)
Police Dispatch Supervisor
Police and Security Department

QUALIFICATIONS

- 60 college hours with three years of emergency services dispatching or 9-1-1 call taking experience; dispatcher experience while employed as a full-time peace officer will be considered
Must possess current Telecommunications Operator Certificate as issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); TLETS/NLETS; and TCIC/NCIC for Full Access Operators or be able to obtain within 6 months from date of employment
Ability to perform responsibilities without direct supervision
Solve problems of a routine degree of complexity under pressure
Work under the pressures and demand of the position to ensure completion deadlines are achieved
Ability to communicate effectively and to meet the diverse needs of the community, district staff members and the public at large
Ability to maintain confidentiality of information
Organizational, communication, supervisory, and interpersonal skills as required to achieve the goals of the position
Experience and knowledge of burglar/fire alarm monitoring software, alarm panels, receivers, and signal processing
Ability to train staff and organize, prioritize, and schedule work assignments
Ability to handle multiple projects simultaneously
Skills in the use of personal computers in a Window-based operating environment

BASIC FUNCTIONS

- Participate in the day-to-day functions of the assigned department, creating and maintaining reports for department measurement
Prepare and maintain schedule of assigned personnel
Supervise dispatchers' daily activities and ensure schedules are in place for 24/7 coverage
Supervise alarm reporting functions
Perform duties of TLETS Terminal Agency Coordinator and ensure all dispatchers are current on all training mandated by Texas Commission on Law Enforcement Office Standards and Education (TCLEOSE) and Texas Department of Public Safety (DPS)
Ensure all entries into Wants and Warrants reflect current status
Review ARMS entries completed by dispatchers to ensure entries are accurate and properly summarized
Conduct regular training of dispatchers
Ensure that dispatchers follow department general orders, district policy and department procedures
Ensure all entries in TCIC/NCIC property files reflect current status
Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws
Perform all other tasks and duties as assigned

Table with 3 columns: Minimum (\$39,339), Midpoint (\$53,170), Maximum (\$67,000)

Selected individuals for Dallas Independent School District positions will be placed according to Compensation guidelines. Campus-based professional employees may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the Associate Superintendent – Human Resource Services.

Send resume and letter of interest specifying particular position to:
Attn: JO-Dallas Independent School District, Human Resource Services,
3807 Ross Avenue, Dallas, TX 75204, or School Mail, Box 85
Application Deadline: March 8, 2007 by 4:30 p.m.
A security check and disclosure of family relationship information is required for all positions.
No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H