Public Safety Communications Manager
Berwyn, Illinois

City of Berwyn 9-1-1 Center
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Berwyn, IL 60402-3106
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Starting Salary: $75,000.00 DOQ
Population: 56,800
Sworn Officers: 110
Application Deadline: 8-26-16

THE CITY OF BERWYN ILLINOIS

PUBLIC SAFETY COMMUNICATIONS MANAGER:

The City of Berwyn Police Department is accepting applications for the salaried management position of full-time ***Public Safety Communications Manager***. Working days and hours vary to meet the needs of the position.

General Duties:

Under Administrative direction, the ***Public Safety Communications Manager*** oversees the operation of the Police Department Communications Unit, which provides 9-1-1 and public safety dispatch communication services to the City of Berwyn. Services include operation and administration of a 9-1-1 dispatch center, management of various 2-way radio, telephone and computer systems including software update and configuration. This position also serves as the public liaison of the City of Berwyn Emergency Telephone System Board. The position provides ongoing informational and operational support to the Berwyn Police and Fire Departments, serves as the public contact for 9-1-1 and supervises the Telecommunications staff.

Distinguishing Feature of the Class:

The work of this class involves responsibility for the administration of the Communications Unit including receipt and transmission of emergency and non-emergency calls for Police, Fire, Emergency Medical, and Public Works assistance. Responsibilities also include the entry, recording, retrieval, storage, archiving and preserving the integrity of related audio communications and computer data.

Requirements:

- Completion of a standard high school course or equivalent GED, preferably supplemented by additional college level course work.
- A minimum of five (5) years progressively more responsible related public safety communications work experience, with at least two (2) years in a supervisory capacity.
- Requisite knowledge of Police, Fire and Emergency Medical communications procedures and administration.
- Knowledge of applicable LEADS rules and regulations, legislation affecting public safety communications, management principles, public safety functions and public safety dispatching operations.
- Knowledge of Illinois 9-1-1 service and administrative requirements.
- Maintain active LEADS Full Access certification.
- Ability to master operational and administrative skills of all pertinent telecommunications equipment.
- Maintain active membership and communications with applicable telecommunications organizations including NENA, APCO, FCC, the Illinois 9-1-1 Committee and State Police to ensure compliance with all applicable laws and remain knowledgeable in all areas of responsibility.

Official Job Description:

A detailed description of official job duties, responsibilities, and requirements will be available at time of interview.

Applications may be obtained at:

Berwyn City Hall
6700 W. 26th Street
and at the city website www.berwyn-il.gov

MUST BE RETURNED TO BERWYN CITY HALL BY 5:00 PM on 8-26-16

The City of Berwyn is an Equal Opportunity Employer and does not discriminate against because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.