



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

PUBLIC SAFETY DISPATCHER

I.A.F.F. Union

38.25 Hours Weekly

FULL BENEFIT PACKAGE

Police Department

Weekly Salary Range: \$1020.64 to \$1263.36

The center is responsible for a combined E-911 Police, Fire, and Emergency Medical Services. Candidates must be able to work in a stressful environment, be an effective communicator and have excellent multi-tasking skills. The ability to co-ordinate communications between field units, outside agencies and the public is essential. Additional duties include, but are not limited to, answering emergency and non-emergency calls for service, monitoring of and communication on multiple radio frequencies, dispatch of Town services (DPW, Light Dept, Animal Control, etc.), greeting walk-ins and monitoring of prisoners.

Successful candidate must be able to work a rotating shift schedule consisting of days, nights, weekends and holidays, possess solid verbal communication skills, excellent multi-tasking and data entry/typing skills, and have the ability to recall details and record information/numbers quickly and accurately. Candidate will need to learn and maintain familiarity with the general geography of the Town of Belmont and work effectively in a high stress environment. The candidate will also need to meet all training requirements and certifications required by the Town of Belmont's Emergency Communications Center and the requirements of 560 CMR 2.00 State 911 Department Standards for Enhanced 9-1-1 and other regulations.

High School diploma or equivalent required; Associate's or Bachelor's degree preferred. Position requires a minimum of two (2) years of practical working knowledge and paid experience in public safety communication, or any combination of education and experience. Requires a valid motor vehicle operator's license. CPR certification required at time of employment. Certification in Aquity QED CAD, APCO PST-1, Priority Dispatch EMD protocols and LEAPS/CJIS preferred.

Resumes, Cover letter and Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741
EEO



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

Some full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. All positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

The Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov