NOTICE OF JOB OPENING

Posting Begins | March 5, 2020 | Posting Ends | March 18, 2020

Position Title | PROGRAM SUPERVISOR

Department | Police | Division | Public Safety Communications

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<th>New Position</th>
<th>X</th>
<th>Full-time</th>
<th>40 Hrs./Week</th>
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<td>Replacement</td>
<td>Part-time A</td>
<td>Hrs./Week</td>
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<td>Seasonal Temporary</td>
<td>Part-time B</td>
<td>Hrs./Week</td>
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Location of Position | 6730 Riverview Kansas City, KS 66102

BRIEF JOB DESCRIPTION: Responsible for performing professional level support and for managing dispatch staff within the Public Safety Communications Center. Duties include: supervising, maintain discipline and moral; maintenance of records and reports within the unit; develop, research, oversee and assist in unit training; approving work schedules; and other operational documents; prepare date for dissemination to other units or agencies; investigate complaints concerning personnel; participate in committees. Attend and represent management during contract negotiations if requested. And research current dispatching technologies as assigned; respond to after-hours media requests, coordinate emergency procedures, and ensure notification of designated personnel for all critical events. Perform duties assigned by the unit commander and any other duties outlined in the units standard operating procedures.

MINIMUM QUALIFICATIONS: Bachelor’s Degree required in a related field and five years of increasingly responsible related program experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; This position should possess strong leadership skills and be highly motivated to develop the unit in a professional manner; must have the ability to acquire and maintain knowledge and understanding of current industry practices and standards as well as emerging trends; basic knowledge of unit budget and department budget procedures; must have a working knowledge of CAD, the Motorola radio system and telephone functions; working knowledge of NCIC and REJIS computer systems and the processing of 911 and administrative calls; must obtain and retain APCO Basic Telecommunicator certification, APCO Communications Training Officer certification, and Full Use NCIC certification. Valid Kansas Driver’s License.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range | $4,432.14-$6,047.60/mo. | PI # | 1039 | Class. Code | 1418

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment. MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce. EOE