NOTICE OF JOB OPENING

Posting Begins | August 20, 2020 | Posting Ends | September 16, 2020

Position Title | ADMINISTRATIVE COORDINATOR

Department | Police Dept. | Division | Public Safety Communications

<table>
<thead>
<tr>
<th></th>
<th>New Position</th>
<th>X</th>
<th>Full-time</th>
<th>40</th>
<th>Hrs./Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Replacement</td>
<td>Part-time A</td>
<td></td>
<td></td>
<td></td>
<td>Hrs./Week</td>
</tr>
<tr>
<td>Seasonal Temporary</td>
<td>Part-time B</td>
<td></td>
<td></td>
<td></td>
<td>Hrs./Week</td>
</tr>
</tbody>
</table>

Location of Position | 6730 Riverview Ave 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, maintaining 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 data for dissemination to other units or agencies; investigate complaints concerning personnel; participate in committees, 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 unit’s standard operating procedures.

MINIMUM QUALIFICATIONS: Bachelor’s Degree in Business, Public Administration, or a related field, or a minimum of five years of increasingly responsible experience related to public safety dispatching, including two years of supervisory or lead experience; or any equivalent combination of education and experiences sufficient to successfully perform the essential duties of the job such as those listed above.

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

Salary Range | $3,756.13-$5,026.67/mo. | PI # | 1029, 1089 | Class. Code | 0104

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

EOE

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