



Job Title: Public Safety Communications Shift Supervisor
Pay Rate: \$13.8704/hr
Department: Police Services

05/22/2017
Revised 10/2017

JOB SUMMARY:

Supervises the receiving and dispatching of requests for police services to the community on a shift. Must have the ability to analyze situations quickly and respond with appropriate action within department guidelines. Enforces safety regulations, investigates and reports on industrial accidents. Receives, approves and distributes teletype messages to other divisions or police agencies. Will supervise the Communications Center in the absence of the Public Safety Communications Manager.

QUALIFICATIONS:

- Associate's degree or equivalent from a two-year college or technical school; or three years related experience and/or training; or equivalent combination of education and experience.
- Must have a Texas Law Enforcement Telecommunications System certification.
- Must be available for any shift.
- Able to type a minimum of 30 words per minute.
- Knowledge of computer operations (CAD, NCIC, E911 systems), teletype, telephone operations and police communications systems.
- Knowledge of police objectives, policies /procedures, Federal and State law enforcement agencies and their operations.
- Perform a broad range of supervisory responsibilities over others.
- Bilingual (English/Spanish) preferred.

PHYSICAL REQUIREMENTS:

The employee is regularly required to sit, use hands and fingers, talk and hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Applicant must successfully pass a pre-employment Drug and Alcohol screening, psychological, and a criminal background check prior to employment by the City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550, City Website: www.myharlingen.us

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