



The City of Barstow is testing for the position of...

PUBLIC SAFETY DISPATCHER

(TO ESTABLISH AN ELIGIBILITY LIST FOR *FULL-TIME AND PART-TIME POSITIONS*)

THE CITY OF BARSTOW

Rich in California history and located in the northern Inland Empire region of San Bernardino County, the City of Barstow spans 40 square miles and is centrally located midway between Los Angeles and Las Vegas. The community was founded in 1886 and incorporated as a City in 1947. Today, Barstow is home to around 23,000 residents and blends the best elements of small town charm with convenient access to big city amenities. As the place where Interstates 15 and 40 intersect with Highways 58 and 247, Barstow truly sits at *the crossroads of opportunity, where the best is yet to come.*

Barstow's international reputation for being a premier community has attracted an eclectic mix of railroad, military, high technology, and mining employers in town. Burlington Northern Santa Fe Railroad's largest classification yard calls the City home. In addition, the U.S. Army National Training Center at Fort Irwin, the Marine Corps Logistics Base, and NASA's Goldstone Deep Space Network all have operations based in the greater Barstow area.

THE CITY ORGANIZATION

Barstow is a general-law city operating under the Council-Manager form of government. The City Manager is appointed by the City Council to serve as the organization's Chief Executive Officer and leads a full-time staff of 153 employees and a part-time staff of 63 employees while administering a Fiscal Year 2017/2018 Budget of approximately \$39 million.

As the only full-service city in the Inland Empire's High Desert Region, Barstow coordinates its organization in six departments, including the City Manager's Office, Police Department, Fire Department, Community Development Department, Community Services Department, and the Finance Department. The City organization has recently engaged in an exciting initiative to reinvent itself into a dynamic, innovative, fast-paced, and strategic operation. Employees are empowered to take calculated risks and there is an ongoing commitment to the continuous improvement of all aspects of the municipal operation.

Job Recruitment Flyer

Eligibility List: *Public Safety Dispatcher – Establishment of an Eligibility List for Full-Time and Part-Time Positions*

Filing Deadline: *Friday, August 18, 2017– 3:00 p.m.*

THE POSITION

In late 2010, the Barstow Fire Protection District was absorbed as a subsidiary entity of the City of Barstow. Since that time, the City has worked to incorporate operational processes between both agencies. One of the significant integration efforts currently underway is the merger of both police and fire dispatching services.

To support those assimilation efforts, Barstow is looking for highly energetic and motivated self-starters to serve as the primary link between the public and police officers & firefighter / paramedics in the field. The City will test for the Public Safety Dispatcher position and will establish a candidate eligibility list for future Dispatcher vacancies.

Communications is the hub of the City's public safety operations. Citizens and public safety personnel rely on Public Safety Dispatchers to serve as the vital link in providing a wide variety of first responder services to the community. Through our hands free computer aided dispatch (CAD) center, 911 calls will be answered efficiently, the caller's needs are assessed and the proper resources and are personnel dispatched to resolve each particular event. The ideal candidate should possess the ability to multi-task and remain calm, logical, and decisive under emergency situations.

The Public Safety Dispatcher position is a uniformed, non-sworn (civilian) employee. Given that the dispatching operation serves as a 24-hour facility, the Dispatch position involves rotating shift work, including nights, weekends, and holidays.

QUALIFICATIONS

Qualified applicants will have one year of office experience with public contact, be a high school graduate or equivalent and have the ability to accurately type 45 words per minute. ***EXPERIENCE AS A PUBLIC SAFETY DISPATCHER IS HIGHLY DESIRABLE.*** Qualified applicants will be at least 18 years of age and have a valid California Driver license (Class C) and have a good driving record.

The successful candidate will be expected to either have or obtain within one (1) year of appointment the Peace Officers Standards and Training (POST) Public Safety Dispatcher Basic Certificate and Medical Priority Emergency Medical Dispatcher (EMD) Certification. In addition, the selected applicant is required to attain and maintain their CPR / First-Aid Certification.

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COMPENSATION AND BENEFITS

The salary range for the **full-time Dispatcher is \$4,020.84 – 5,131.72 per month**. Additionally, the City provides a generous benefit package which currently includes the following components:

- **Retirement**
CalPERS 2% @ 62 retirement plan. The employee pays the employee portion of the retirement contribution. The City does not participate in Social Security.
- **Health, Welfare, & Savings**
The City offers a monthly cafeteria benefit of \$1,000 / month for use towards enrolling in any of the City offered health, dental, and vision plans. Any unused amount can be taken as deferred compensation or cash.
- **Vacation Leave**
The City provides 122.2 to 208 hours of annual vacation accrual, depending on years of service, complete with a vacation buyback program.
- **Sick Leave**
The City provides 104 hours of sick leave per year.
- **Holiday Leave Bank**
The City provides 126 hours of holiday leave time per year.
- **Uniform Allowance**
The City provides Dispatchers with a uniform allowance of \$756 / year.
- **Long Term Disability**
The City offers employees an employer-paid Long Term Disability program with an optional employee paid buy-up option.
- **Life Insurance**
The City offers employees an employer-paid \$100,000 life insurance policy. Additional employee-paid coverages for employee, spouse and children are also optional.
- **Deferred Compensation Plan**
The City commits to providing employees with access to a 457(b) deferred compensation program.

SELECTION PROCEDURE

Qualified applicants will be invited to take a written examination. The written examination can be waived for applicants with one or more years experience as a public safety dispatcher **and** who possess the POST Basic Dispatcher Certification. Qualified,

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SELECTION PROCEDURE (Continued)

experienced candidates and those candidates who achieve a passing score on the written examination will be invited to participate in an oral interview. Those candidates who receive a score of 70% and above on the oral interview will be placed on an eligibility list for the Public Safety Dispatcher position which can be utilized should any vacancies occur. Once established, the eligibility list will be valid for a period of one (1) year.

An extensive background investigation covering prior employment, personal references, financial history, driving record, criminal history, controlled substance use/abuse, and personal character will be conducted. Successful completion of a medical examination, drug screen test, and psychological evaluation conducted by City designated doctors, and polygraph exam will be required prior to appointment.

APPLICATION SUBMITTAL PROCESS

Application materials can be accessed on the City's website at:

<http://www.barstowca.org/i-want-to-/apply-for-/city-employment-opportunities>

The required application materials that ***must*** be submitted in conjunction with the Public Safety Dispatcher recruitment include:

- City of Barstow Employment Application – Completed and Signed
- Law Enforcement Supplemental Employment Application – Completed and Signed
- A copy of a certified typing speed and accuracy certificate issued by an educational institution (on-line typing certificates will not be accepted) dated no more than (6) months prior to the application deadline indicating the applicant has a typing speed of no less than forty-five (45) words per minute.
- Resume

Incomplete applications or those received after the recruitment deadline will not be considered for the current eligibility list. It is the applicant's responsibility to ensure that all application materials are received by the City of Barstow by the recruitment deadline. The required application materials should be sent or delivered to the following location:

City of Barstow
Attn: Human Resources Office / Dispatcher Recruitment
220 East Mountain View Street, Suite A
Barstow, CA 92311

APPLICATIONS MUST BE SUBMITTED BY:
Friday August 18, 2017 no later than 3:00 p.m.

Questions regarding this recruitment can be directed to Heidi Riley, Administrative Analyst, at (760) 255-5151.
