



## **Vacancy Announcement**

911 Communications Officer - LPD

The City of Livingston, Montana is seeking a highly motivated individual to perform role of 911 Communications Officer in the Livingston Police Department. The 911 Communications Officer learns and performs the vital role of responding to incoming calls to our 911 Communications Center and dispatching appropriate first responders to calls for service throughout Park County including Fire, Ambulance, EMS, Wildfire, incidents on I90 etc. Must be able to type 45 wpm, be technologically savvy, able to multitask, remain calm in high stress situations, and maintain the highest standards of professionalism and confidentiality. Must be able to pass a thorough background check.

Qualifications include:

- A High School diploma or equivalent.
- Some experience in Public Safety preferred.
- Medical terminology knowledge preferred.

Annual Salary:       \$39,973/year (19.22 per hour)

Special Notes: Probationary period for this position is 1 year, pre-interview testing is required and shifts may vary and will include nights, weekends and holidays. This position is a member of the MPEA Collective Bargaining Unit.

**Application Deadline: Applications will be reviewed as received until position is filled. Internal Applicants should apply by January 15, 2021 at noon.**

Please submit an Up To Date Resume and Cover letter to: Lisa Lowy in Human Resources by the deadline. They may also be emailed to [HR@livingstonmontana.org](mailto:HR@livingstonmontana.org).

Email is preferred.

The required items may also be mailed to:

Lisa Lowy, HR Director, City of Livingston, 229 River Dr., Livingston, MT 59047

Questions may be directed to email or phone at 406-823-9870.

Incomplete Applications will not be accepted.