



Job Posting: 4/12/2019

Employment Opportunity: Public Safety Communications Officer

911 Communications Center
414 East Callender Street
Livingston, MT 59047

The City of Livingston is accepting applications for the position of **Public Safety Communications Officer**. There are 2 full time positions available. Accepting applications until May 3, 2019.

These two (2) full time positions will be responsible for performing dispatch duties for Police, Sheriff, Montana Highway Patrol, Livingston Ambulance, Coroners, 8 Fire Departments, Wreckers, City, State and County Public Services, Disaster and Emergency Services, Animal Control and other emergency responders. Prepares and runs reports and background checks as requested. Ability to work well under pressure, during intense emergency situations with the ability to remain calm, communicate effectively with callers and emergency responders. High attention to detail, strong customer service skills, familiarity with city and county geography and locations and the ability to type 40 WPM. The ability to multitask, work with frequent interruptions, handle complex customer calls, and maintain highest standards of confidentiality and integrity.

Applicants must have a high school diploma or GED, and as a condition of continued employment must obtain the following training and certifications: Public Safety Communications Officers training through MLEA, CJIN level II and Criminal History certification, and Emergency Medical Dispatch (EMD) certification. Starting base annual salary for this position is \$32,251 with additional stipends as certifications are achieved. This is a Union position covered by the Collective Bargaining Agreement by and between the City of Livingston and MFPE. Position is 40 hours per week with actual shifts to be determined at hiring.

A completed application, current resume and cover letter should be submitted to: Lisa Lowy, Administrative Services Director, City of Livingston, 229 River Dr., Livingston, MT 59047 or via email with scanned attachments at HR@livingstonmontana.org. Application for the City of Livingston is available at the following link:

<http://www.livingstonmontana.org/COL%20Employment%20Application.pdf>

This position requires a full and detailed background check and pre-employment drug screening.