



NEW: 11/15/2023 Submitted: 11/14/2023

JOB TITLE:	COORDINATOR DISTRICT SAFETY DISPATCH (SECURITY)
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8860
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates, assigns, reviews, and manages daily activities of the district dispatch center. This includes the overall responsibility for the operations and effective functioning of the center, ensuring work quality and adherence to established policies and procedures. The coordinator provides leadership and direction for the dispatch center as a whole and performs related duties as required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans, prioritizes, assigns, supervises, reviews, and coordinates the day-to-day activities of the dispatch center
- Oversees scheduling and provides adequate staffing for the dispatch center
- Supervises and directs the work of all employees of the center to ensure proper performance of duties and adherence to rules and regulations
- Develops, administers, implements, and enforces police and procedures
- Conducts correspondence and maintains reports and records relating to the activities of the dispatch center and equipment
- Participates in the selection of assigned staff, provides or coordinates staff training to maintain certification, and works with staff to maintain quality control
- Reviews and evaluates radio and other telecommunication transmissions for investigative or training purposes
- Prepares a variety of analytical and statistical reports and correspondence on operations and activities
- Conducts quality assurance audits of dispatch protocols and systems
- Successfully completes Telecommunicator Certification Course and functions as a telecommunicator as needed
- Receives all incoming communication for Board of Education during abnormal hours
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Twenty-one (21) years of age
- Driver's License
- Three years successful radio operations, emergency management, or crisis response experience
- Must have success completed or must successfully complete within 6 months of hiring, the State approved Telecommunications Academy

Effective communication skills

Experience in a diverse workplace

DESIRABLE QUALIFICATIONS

Bachelor's degree in Communication, Emergency Management, Law Enforcement Field or work-related experience in the field

Kentucky Law Enforcement Council Telecommunicator Certification

Certified Kentucky Telecommunicator issued by Department of Criminal Justice and Training
