

TOWN OF RANGELY DISPATCHER

Primary Duties and Responsibilities: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Minimum Qualifications & Position Requirements:

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and zero to one (0-1) years public safety dispatch experience OR an equivalent combination of education and experience. Will train the right individual with no previous experience.

Skills in:

- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Obtaining information from hostile or emotional citizens.
- Determining priorities and handling high-pressure situations.
- Communicating clearly and concisely and relaying details accurately.
- Working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Public relations and customer service.
- Following and effectively communicating verbal and written instructions.
- Writing effective performance evaluations.
- Counseling, coaching, motivating public safety dispatchers.

Additional Information:

Depending on the needs of the Town, incumbents may be required to obtain and maintain additional licenses or technical certifications. Working nights, weekends, and holidays is required. Must be able to type a minimum of 35 words per minute. Successful applicants for the position will be administered a psychological test, pre-employment drug screen, physical/function capacity test, polygraph, and full background check. Applicant must be able to work rotating shifts including nights, weekends, and holidays.

Applications may be obtained from the personnel department (970) 675-8476 or police administration (970) 675-8467. Applications are also available on our website at www.townofrangely.colorado.gov. Email resume and completed application to thamblin@rangelyco.gov

Rangely is a small town located among the stunning mesas of the high desert in Northwest Colorado, which is part of the Great West Region. Our town is filled with caring citizens, clean air and amazing adventures...right out your backdoor. We feel fortunate to have 300 days of sunshine a year, dark skies, hundreds of miles of OHV Trails and one of the only designated natural rock-crawling parks in Colorado. We are located on the Dinosaur Diamond Scenic Byway.

Please visit our website and see everything that Rangely has to offer. We look forward to hearing from you! Position is Open until filled. The Town of Rangely is an Equal Opportunity Employer.