

Job Title

Senior Dispatcher (Police Dispatcher II)

Classification

Police Dispatcher

AutoReqId

493495

Department

University Police

Sub-Division

Administration and Finance

Salary Range

\$3,513 - \$5,500 per month

Appointment Type

Ongoing

Time Base

Full-Time

Work Schedule

Monday – Friday, 8:00 AM – 5:00 PM; occasional early morning, evening and weekend hours

Job Summary

It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from a variety of career disciplines that share in the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.

About CSUF

Standing on 241 acres at the heart of Southern California, the university was founded in 1957 and has grown into a population of over 39,000 students. As Titans, we believe that diverse perspectives deepen our understanding. We are committed to giving students the support they need to graduate, while responding to California's revolving work force needs. At California State University, Fullerton we strive for continual improvement of students, staff, faculty and administrators through orientations, training programs and professional development opportunities. As part of the Titan Community, you have access to many campus facilities and services including but not limited to the Grand Central Art Center in Santa Ana, CSUF Garden Grove Center, Fullerton Arboretum, cultural events and performances in the Claves Performing Arts Center, Cal State Fullerton Athletics sports events, Titan Recreation Center, and the Employee Wellness Program.

About the Position

The University Police department is dedicated to ensuring the University Community's right to a crime free environment through exemplary and professional service. We are seeking an exceptional individual to join our team as a Senior Dispatcher (Police Dispatcher II). The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

The Senior Dispatcher operates under the direct supervision of the CSU Fullerton Police Department Command staff. The position supervises, plans, directs and coordinates UPD Dispatch and Communication Center activities and operation in support of university-wide emergency and non-emergency police and fire services. Required to work independently, react quickly, and demonstrate good judgment and discretion in stressful situations. Oversees communications equipment related to dispatch and project management of new systems when applicable from implementation to maintenance. Ensures staff and shift coverage 24/7/365 day-to-day operation and technical support related to police dispatching services calls. Handles day-to-day procedural questions and personnel

issues that arise. Instructs and trains new hires. Serves as liaison to the campus community, general public, outside agencies and organizations. Participates in the development and implementation of CSU Fullerton Police Department's objectives, operations, policies and procedures. Other duties as assigned.

Essential Qualifications

High School Diploma or equivalent. Successful completion or ability to attend and successfully complete a P.O.S.T. certified training program, including obtaining a Basic Course Certificate.

Must be able to effectively use a phonetic alphabet, speak clearly and concisely, transfer information accurately, handle a wide range of interpersonal interaction.

Entry to the first level within this classification typically requires one year of verifiable experience using a switchboard and two-way radio communication system in a law enforcement or comparable agency within the last ten years and a high school diploma or equivalent. Essential entry qualifications require the ability to effectively use a phonetic alphabet, speak clearly and concisely, follow oral and written instructions, transfer information accurately, handle a wide range of interpersonal interactions effectively, and learn the use of applicable automated dispatch and law enforcement systems and databases.

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Ability to manage multiple priorities and assignments in a fast-paced and changing environment.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Preferred Qualifications

Any combination of training and experience equivalent to: a Bachelor's degree with major emphasis in criminal justice, public or business administration or related field and three years of increasingly responsible supervisory and administrative experience in emergency police communications.

Special Working Conditions

California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

Multiple positions may be hired from this recruitment based on the strength of the applicant pool.

If you are applying for a staff position, please note that you are not eligible to work concurrently in a staff position and an Academic Student position such as Graduate Assistant, Teaching Associate, Instructional Student Assistant or a Student Assistant position.

Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

Employee/applicant who submits an application for a position may be required to successfully complete job related performance test(s) as part of the selection process.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Online application/resume must be received by electronic submission on the final filing date by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to complete all sections of the online application form will be disqualified from consideration.

California State University, Fullerton is not a sponsoring agency for staff or management positions (i.e. H1-B Visas).

Hiring Preference

On-Campus CSUEU Employees

Application Deadline

September 26, 2019

For a complete description, including full qualifications and to apply, please visit <http://hr.fullerton.edu/jobs/>

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