

Employment Opportunity

City of Sanford, Maine 04073



Public Safety Dispatcher

The City of Sanford is accepting applications for positions for anticipated full-time Public Safety Dispatchers with the Sanford Regional Communications Center.

The successful applicant will be responsible for the operation of communication equipment. The successful applicant will also be responsible for receiving and transmitting routine and emergency requests for law enforcement, fire, rescue and/or emergency assistance in a coordinated and calm manner; to monitor public safety frequencies and to operate complex teletype and video terminals for automated information retrieval.

Applicants must have a high school diploma or equivalent. Applicants currently E-911 and EMD certified preferred. Working knowledge of IMC is also desirable. Selected candidates will have to pass a multiple-step screening process including a polygraph exam. Applicants MUST successfully pass the City of Sanford Public Safety Dispatcher Assessment and MCJA ALERT Test in order to be considered. All instructions are included in the instruction packet.

The City of Sanford offers a competitive salary and an environment conducive to personal growth. Additional compensation package includes: educational incentives, annual holiday buy out, annual sick time buy out and telephone allowance. The SRCC provides a 3-12 hour and 1-4 hour shift schedule per week.

Application and instruction packets may be obtained from the Human Resources Department or online @ www.sanfordmaine.org under the Employment Opportunities icon.

Applications will be reviewed as received.

Applications and Resumes may be sent to:

Missy Flayhan, Director
Human Resources Department
City of Sanford, Maine
919 Main Street
Sanford, Maine 04073

Post: Thursday, January 5th, 2017

Deadline: 4:30 p.m., March 31st, 2017

The City of Sanford is an equal opportunity employer.



City of Sanford, Maine

Human Resources Department

919 MAIN STREET, SANFORD, MAINE 04073
FAX (207) 324-9124

Missy A. Flayhan, Director
(207) 608-4174
maflayhan@sanfordmaine.org

Stacy Howes, Payroll Manager
(207) 608-4175
sdhowes@sanfordmaine.org

Angel Topham, Assistant Director
(207) 608-4187
acnapolitano@sanfordmaine.org

January 5, 2017

Dear Dispatch Applicant:

This letter of introduction accompanies your application for Anticipated Public Safety Dispatcher with the City of Sanford Regional Communication Center. We encourage you to read the application carefully. Omissions and/or errors may disqualify you from the process.

The hiring process consists of the following components:

- Written 9-1-1 Dispatcher Assessment
- Alert Test – Next Tests;
 - January 18th, 2017
 - February 15th, 2017
 - March 15th, 2017
- Oral board
- Background investigation

You must successfully complete each component to continue on in the process. Candidates who are then presented with conditional offers of employment must successfully pass a polygraph exam and pre-employment physical. Successful applicants are then extended final job offers. New dispatchers serve a probationary period of one year.

Any questions should be directed to the Personnel Department, 608-4174.

Sincerely,

Missy Flayhan

Missy Flayhan
Human Resource Director

2017 Alert (off-site) Testing

Southern Maine Community College will be hosting the Alert off-site Testing for calendar year 2017. Testing will be conducted on the 3rd Wednesday of each month.

Location: Southern Maine Community College is located at 2 Fort Road, South Portland, ME. Arrival time for test takers is between 1230 and 1245 with testing to begin promptly at 1 PM.

Test Dates:

January 18, 2017

February 15, 2017

March 15, 2017

April 19, 2017

May 17, 2017

June 21, 2017

The test fee of \$50 can be paid in cash or check issued to *Treasurer – State of Maine*. Testers are required to produce a government-issued photo identification (State Operator's License).

Pre-registration is required to take this test and can be made by contacting Jim Birt at the Maine Criminal Justice Academy at 877-8020 or calling the Main Office at 877-8000.

TOWN OF SANFORD, MAINE
JOB DESCRIPTION

DEPARTMENT Police Department

JOB CLASSIFICATION Dispatcher

REPORTS TO: Shift Supervisor; Dispatch Supervisor

NATURE OF WORK

This is a responsible data entry and technical position.

An employee of this class is responsible for operation of communication equipment such as telephone lines and computers and receiving incoming calls for assistance and dispatching personnel and equipment to scenes of emergencies.

Work is reviewed based upon results achieved.

DUTIES AND RESPONSIBILITIES
(Illustrative Only)

1. Communicates effectively the needs of the public on the telephone.
2. Questions callers to determine the nature of the problem and determines the type and number of personnel/equipment needed; by following established guidelines.
3. Handles radio transmissions from public safety personnel.
4. Enters data into computer system by operating a computer keyboard.
5. Monitors municipal alarm system signals that indicate location of fire or other emergency.
6. Provides, when requested, information concerning the Town including street and road locations.
7. Reports all incidents, conditions, and occurrences to officers on patrol.
8. Provides, as appropriate, pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques.

JOB DESCRIPTION CONTINUED

JOB CLASSIFICATION Dispatcher

9. Analyzes situations objectively, in order to determine proper course of action according to law, departmental policy and common sense.
10. Participates in on-going training as required.
11. Follows the chain of command.
12. Performs work as required, by Supervisors, Staff, and Chief of Police.
13. Performs other work as may be required.

REQUIREMENTS OF WORK

1. Deals courteously and effectively with the public.
2. Deals courteously and effectively with the media.
3. Handles multiple tasks involving routine and emergency situations.
4. Inputs and retrieves computer data.
5. Has extensive knowledge of 911 emergency communication network.
6. Handles confidential information.
7. Communicates effectively using radio and telephone during routine and emergency situations.
8. Able to work for a period up to eight hours in confined area with primary physical position of sitting.
9. May be required to use other equipment to complete necessary job functions.

JOB DESCRIPTION CONTINUED

JOB CLASSIFICATION Dispatcher

TRAINING & EXPERIENCE

1. Must possess a High School Diploma or a GED.
2. Must have satisfactorily passed, or pass prior to hiring date, the Maine Criminal Justice Academy ALERT Test.

NECESSARY SPECIAL REQUIREMENTS

Must not have any felony criminal convictions, extensive misdemeanor/traffic infraction convictions, or conviction of any theft or sex related crimes.

Adopted On: 10/5/93
Revised On: 9/9/97
4/6/99

Can you travel if the job requires it?

___Yes ___No

Do you have access to transportation?

___Yes ___No

PERSONAL REFERENCES

Please list at least three persons who know you well – not previous employers or relatives.

Name	Address and Telephone Number	Occupation	Years Acquainted

EDUCATION

Type of School	Name / Address	Subjects Studied / Academic Honors	Did you Graduate?/ Type of Degree	Number of Years Attended
High School				
College				
Graduate School				
Technical/Trade School				
Other				

You may include subjects of special study, research work, special training skills, or qualifications which you believe may be helpful to us in considering your application (*e.g.*, paid experience as/performing: administrative assistant, cable harnessing, clerical, customer service, data entry, PC Board Assembly, electrical engineering, electro-mechanical assembly, machine operator, mechanical engineering, plastic assembly, quality control, shipping & receiving, receptionist, soldering, warehouse)

EMPLOYMENT EXPERIENCE

Please list the names of your present and previous employers, starting with your present/most recent employment. You should include information about verifiable work performed on a volunteer basis and military service. Be sure to account for all periods of time, including any periods of unemployment. Use additional pages if needed.

Employer ()	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer ()	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer ()	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer ()	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Are you employed now? ___ Yes ___ No

May we contact your current employer? ___ Yes ___ No (If no, please explain on reverse.)

Do you have any commitments to another employer, which might affect your employment with us?

Yes. (If Yes, please explain on reverse.) No

Have you ever been terminated or asked to resign from any job?

Yes. (If Yes, please explain on reverse.) No

Please explain any gaps in your employment history _____

CRIMINAL HISTORY

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no" with respect to any inquiry relative to prior arrests or criminal court appearances and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution. A conviction record is not necessarily a bar to employment. Factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

1. Have you ever been convicted of a felony? Yes No

2. Have you been convicted of a misdemeanor during the past five years (other than a speeding, minor traffic violation, affray or disturbing the peace)? Yes No

3. Have you completed a period of incarceration within the past 5 years for any misdemeanor (other than a first conviction for any of the following misdemeanors: speeding, minor traffic violation, affray or disturbing the peace)? Yes No

4. If the answer to any of the above questions is "yes," please state whether you were convicted more than 5 years ago for any offense (other than a speeding, minor traffic violations, affray or disturbing the peace). Yes No

If you answered "yes" to any of the questions set forth above, please provide the details (date, city or town, nature of offense, and disposition):

SIGNATURE

(Please read the following carefully and then sign below)

I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct and complete to the best of my knowledge. I authorize the CITY OF SANFORD, MAINE (or its designee) to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release the CITY OF SANFORD, MAINE (or its designee) from any and all liability resulting from the verification of such information. I understand that any false statement or material omission on this application, or on any supporting documents, shall be grounds for non-hire or discharge, regardless of when discovered by the CITY OF SANFORD, MAINE.

I understand that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by the CITY OF SANFORD, MAINE. I further understand that there is no guarantee that the CITY OF SANFORD, MAINE will be able to place me with one of its clients. If I am hired by the CITY OF SANFORD, MAINE, I understand that my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied to remain in the CITY OF SANFORD, MAINE's employ. I further understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of the CITY OF SANFORD, MAINE or me. Notwithstanding the foregoing, the terms of any collective bargaining agreement will apply to any applicant hired to work in a position subject to a collective bargaining agreement. I also understand that no representative of the CITY OF SANFORD, MAINE has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.

I understand that if I am offered employment at the CITY OF SANFORD, MAINE, I will be required to provide evidence of my identity and authorization for employment in the United States.

I understand that the CITY OF SANFORD, MAINE may require a physical examination and/or drug and alcohol screening as a condition of employment and at any time during my employment to the extent permitted by law.

I understand that if I am hired by the CITY OF SANFORD, MAINE and my employment subsequently ends, the CITY OF SANFORD, MAINE may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND BY ALL OF THE ABOVE TERMS.

Signature of Applicant

Date