

## **PUBLIC SAFETY COMMUNICATIONS SUPERVISOR - 351**

### **DEFINITION OF WORK**

Under general supervision, performs complex technical and administrative work in supervising the Public Safety Communications operation; does related work as required.

### **EXAMPLES OF WORK**

Plans, programs, directs and evaluates the operation of the Public Safety Communications division; hires, promotes, trains, evaluates and disciplines Public Safety Communication employees; prepares annual budget request and controls budgeted expenditures; evaluates equipment needs; writes specifications for equipment; counsels with Police and Fire Departments concerning communications; develops communications rules and regulations; assists public safety communications supervisors in daily operation of the division; consults with communications specialists toward the improvements of the communications system.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a high school diploma and extensive experience as a Communications Operator.

Knowledge, Skills and Abilities: Comprehensive knowledge of the methods and procedures of operating the communications system; comprehensive knowledge of Federal and State regulations governing transmission by radio and teletype; comprehensive knowledge of the geography of the City and surrounding area; ability to plan and supervise the work of others; ability to operate all communications equipment; ability to type at a reasonable rate of speed; ability to speak distinctly; ability to deal with the public under trying conditions.

### **SPECIAL REQUIREMENT**

Possession of a valid Police Information Network Certificate.