



EMPLOYMENT OPPORTUNITY

MINORITIES, WOMEN AND INDIVIDUALS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.
AN EQUAL OPPORTUNITY EMPLOYER. VISIT US ONLINE AT: WWW.CO.MARIN.CA.US/JOBS

ASSISTANT COMMUNICATIONS DISPATCH MANAGER

APPLICATION CLOSING DATE

TUESDAY, MARCH 9, 2010
BY 5:00PM

SALARY

\$7,788 - \$8,629 / MONTH
RECRUITMENT #0898-10-02

YOU'RE INVITED TO APPLY! The Marin County Human Resources Department and the Marin County Sheriff's Office are announcing a recruitment for the position of Assistant Communications Dispatch Manager. The eligible list established from this recruitment will be used to fill the current vacancy and any future vacancies which may occur while the list remains active. Eligible lists remain active for a minimum of six (6) months.

POSITION: The Assistant Communications Dispatch Manager is a mid-management position working in a multi-discipline, multi-agency public safety communications center dispatching for Sheriff, Police, Fire, and Emergency Medical Services. The position, one of three assistant managers, assists the Communications Dispatch Manager in coordinating and supervising the work of six shift supervisors, and thirty-three emergency dispatchers. The position requires excellent leadership and communication skills, with a working knowledge of 24-hour scheduling practices, managing training programs, evaluating employee performance, and administering discipline.

TENTATIVE EXAM SCHEDULE: Depending on the number of qualified applications received, the examination process may consist of a supplemental application screening, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list.

ORAL INTERVIEW EXAMINATION: THURSDAY, MARCH 25, 2010

EXAMPLES OF DUTIES: (Illustrative Only)

- Assists in the planning and coordination of the dispatch services provided by the division to meet the requirements of the Sheriff's Office, other County departments, special districts, and contract public safety agencies
- Assists in recruiting and selecting new employees
- Interprets policies and procedures of the department and the County for staff
- Provides coordination of the Communications Training Officers
- Assists in the development and implementation of divisional goals, objectives, policies, and procedures
- May act as division liaison and represent the division with contracted vendors, other County departments, and local, state, and federal agency representatives.

MINIMUM QUALIFICATIONS (EMPLOYMENT STANDARDS): Any combination of education and experience that would provide the knowledge and abilities listed, typically equivalent to four years of experience in law enforcement, fire, communications dispatch or a related field. At least two years of the required experience must include experience in a supervisory capacity in a dispatch center. Education and/or training may substitute for experience on a year for year basis to a maximum of two years. There is no substitution for the required supervisory experience.

Knowledge of: Principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, and employee training and discipline; applicable laws, codes, and regulations, including FCC laws and regulations; record keeping and report preparation practices; computer applications and systems such as MS Word and MS Excel, Computer Aided Dispatch (CAD), and police or fire Records Management; mandated training requirements.

Ability to: Develop, administer, and coordinate training programs and budgets; acts as liaison with a variety of County departments and other public safety agencies; use initiative and independent judgment within established procedural guidelines; organize work, develop schedules, set priorities, and meet critical deadlines; prepare effective instructional materials, related reports, correspondence, procedures, and other written materials; respond to emergencies on a 24-hour/7-day basis.

SPECIAL REQUIREMENTS: Candidates must successfully pass a background investigation and additional examinations, which may include, but are not limited to, polygraph exams and pre-employment controlled substance use standards conducted by the Marin County Sheriff's Office. Incumbent may be required to attend meetings after regular business hours.

ON-LINE APPLICATIONS: You may apply online at: <http://www.co.marin.ca.us/Jobs>

To obtain additional information about the Marin County Sheriff's Office: <http://www.marinsheriff.org>

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ASSISTANT COMMUNICATIONS DISPATCH MANAGER

HOW TO APPLY

Obtain the necessary application materials for the desired position from the Marin County Human Resources Department at the address below. You may apply online, or application materials may be picked up in person or requested by phone.

If you have questions regarding Equal Employment, please contact the Equal Employment Officer at (415) 499-7398. For questions regarding the position announcement or examination, contact the Marin County Human Resources Department. For a complete listing of all current opportunities, check the County's recruitment website, or call the Marin County 24-Hour Job Line. The Job Line is updated every Friday afternoon.

MARIN COUNTY HUMAN RESOURCES DEPARTMENT
3501 CIVIC CENTER DRIVE ● ROOM 415 ● SAN RAFAEL, CA 94903-4189
OFFICE PHONE (415) 499-6104 ● 24-HOUR JOB LISTING (415) 499-7800
● FAX (415) 499-3669 ● TTY (415) 473-5780

COUNTY OF MARIN IS AN EQUAL OPPORTUNITY EMPLOYER

VIEW CURRENT LIST OF RECRUITMENTS AND APPLY ONLINE AT: <http://www.co.marin.ca.us/Jobs>

Complete the application documents in full and submit your materials, including the DD-214 if applicable, no later than the final filing deadline date and time on the Job Announcement flyer. Be sure to indicate dates of employment, hours worked, and thoroughly describe your duties. Resumes are not acceptable as a substitute for any part of the standard or supplemental application form. Initial evaluation of your qualifications will be based solely on the application documents received by the County. Possession of the stated minimum qualifications does not guarantee advancement in the selection process. Application materials may be faxed to the Human Resources Department, if not indicated otherwise on the Job Announcement, but must be received no later than the final deadline date and time posted on the job announcement. Original documents of faxed materials must be postmarked no later than the final deadline date.

Make copies of any information you wish to keep; copies of submitted materials will not be returned. The Human Resources Department will not provide copies of submitted application materials to candidates. Submit your completed application materials to the Human Resources Department by 5:00 p.m. of the application closing date. If the recruitment is open and continuous, submit completed application materials as soon as possible. The filing period for an open and continuous recruitment may be closed at any time after fourteen (14) calendar days from the date the recruitment is opened.

EXAMINATION PROCEDURE

All completed application documents will be reviewed. Based on the information provided in these documents, the most qualified applicants will be invited for further examination. Depending upon the number of applications received, the examination may consist of an application screening, written test, practical exam, oral interview or any combination of these.

In compliance with the Immigration Reform Act of 1986, individuals offered employment by Marin County will be required to show the specified documentation as proof of authorization to work in the United States within three days of employment.

APPEALS PROCEDURE

Applicants may appeal a step in the examination or selection process by submitting a written appeal to the Human Resources Director within fourteen calendar days after the notice of results of a testing step has been mailed. The written statement must include the specific grounds and reasons upon which the complaint is based.

MARIN COUNTY

Marin County is located north of San Francisco, just across the Golden Gate Bridge. Its Mediterranean climate makes it one of the most enjoyable regions in the country in which to live or work. Comprising a land area of 521 square miles, Marin has a wide variety of residential communities, modern shopping, and strong high tech and service industries. Marin's beauty includes the picturesque waterfront and hillside homes of Sausalito and Tiburon, quaint main streets in Larkspur and San Anselmo, impressive lagoon and view homes in Belvedere, and ranches and horse trails in West Marin and Novato.

Schools and universities in the Bay Area are excellent. Cultural events are outstanding and easily accessible. A dozen theater groups, symphonies, chorales, ballets, concerts, numerous galleries, shows and exhibits contribute to the rich cultural environment in the area. Sporting activities include power and sail boating in the ocean and bays, lagoons, and sheltered harbors with easy access to over 1,000 miles of inland waterways. Fishing is year-round for the avid angler. Surfing, water-skiing, kayaking, swimming, camping, sunning, and beachcombing are also popular activities. Marin County has hundreds of miles of woodland trails, forested mountains, and extensive coastline.

Reasonable accommodation for people with disabilities may be requested by calling (415) 499-6104 (voice) or (415) 473-5780 (TTY) at least 72 hours in advance. Copies of documents are available in accessible formats upon request.
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The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice. Questions regarding this announcement may be directed to the Human Resources Department.