

PUBLIC SAFETY DISPATCHER II

Department: Public Safety Enforcement

Classification: Competitive

Specification Number: 4277

Approved: 12/13/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma and (3) years of paid experience in dispatching public safety vehicles.

PROMOTIONAL

Two (2) years of permanent competitive status as a Public Safety Dispatcher I.

NECESSARY SPECIAL REQUIREMENTS

1. Candidates must be free of any speech, hearing or vision defects which would impair their functioning in this position.
2. There will be a qualifying psychological and medical evaluation for open-competitive candidates.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title supervises the Town Public Safety emergency communications center with responsibility for training personnel, supervising the work and planning adequate staff coverage. The incumbent monitors work performance and maintenance of activity and participates in receiving calls and dispatching vehicles. Work is reviewed by a Deputy Commissioner through observation of results and review of reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Schedules the overall operation of the Town emergency communications center that dispatches public safety vehicles and provides information for authorized agencies;

Supervises the Public Safety Dispatchers I's by observation of work performed and review of activity logs;

Assists staff with determining priorities when handling emergency calls;

Participates in receiving calls, dispatching vehicles and operating auxiliary equipment;

Prepares periodic statistical reports on the work performed by Public Safety Dispatcher I's;

May catalogue recordings of radio and telephone communications;

May research and prepare copies of radio and telephone recordings, and provide courtroom testimony related to search requests.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the geographic layout of the Town of Babylon; thorough knowledge of the procedures of the Public Safety Enforcement Department in handling calls for assistance in emergency situations and in routine dispatching of public safety vehicles; thorough knowledge of terminology used in dealing with emergency situations; ability to supervise the operation of two-way radio communications equipment; ability to act quickly and efficiently under stress and pressure; ability to plan and supervise the work of subordinate personnel in a manner conducive to full performance and high morale; ability to keep records and prepare written reports; ability to speak in a clear and distinct voice; physical condition commensurate with the demands of the position.