



LAGO VISTA POLICE DEPARTMENT COMMUNICATION CENTER MANAGER

DISPATCH SUPERVISOR

DEADLINE: SEPTEMBER 28, 2023 AT 5 PM



The Communication Center Manager is responsible for the oversight and administration of the day-to-day operations of the Emergency Communications Division. The Communication Center Manager serves as part of the department's administrative leadership team, reporting to the Captain who reports directly to the Chief of Police. The Emergency Communications Division handles all communication for the Lago Vista Police Department. The department receives approximately 27,000 calls per year, approximately 1,400 911 calls per year, and processes over 6,000 calls for service per year. While supervising the employees in the Dispatching Division, the Communication Center Manager operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency.

Benefits Include:

- ✓ Flexible schedule with 10-hour workdays
- ✓ 100% Employee Health Insurance
- ✓ 100% Employee including Health Reimbursement Account
- ✓ City paid employee and family dental insurance
- ✓ City paid long term disability
- ✓ Paid vacation, sick days, holiday & annual leave
- ✓ TMRS Retirement, 2:1 City Match Retirement with 5 Year Vesting
- ✓ Paid vacation, sick days, holiday & annual leave
- ✓ On-site gym
- ✓ Annual uniform allowance
- ✓ Longevity Pay
- ✓ Facial Hair & Tattoos allowed by Policy
- ✓ Optional: 457 Deferred Comp Plan, Vision Insurance, Additional Employee & Family Life Insurance
- ✓ Employee Assistance Program (EAP)

REQUIREMENTS INCLUDE:

- ✓ Successfully complete the following:
 - Background Investigation
 - Psychological Evaluations
- ✓ Education:
 - 5 Years Public Safety Dispatch experience preferred
 - Advanced Telecommunicator Certification from TCOLE preferred
 - Experience with compliance with state and national telecommunication standards strongly preferred
 - Experience with Motorola Flex CAD / RMS strongly preferred
 - High school diploma or general education degree (GED)
- ✓ Duties & Essential Functions
 - Serves as the Terminal Agency Coordinator (TAC), Local Agency Security Officer (LASO), and RNS Organization Administrator for the agency, system administrator for many law enforcement and criminal justice computer systems used by the department.
 - Develop, evaluate, and enforce operational policies and procedures to ensure the Communications Division operates in a professional and timely manner
 - Prepare annual budget requests
 - Attend monthly Greater Austin Travis Regional Radio System (GATRRS) user meetings
 - Attend CAPCOG PSAP Manager meetings

See job posting for further information

SALARY RANGE: DEPENDENT ON QUALIFICATIONS



APPLY NOW AT

APPLY, ATTACH RESUME, COVER AND REFERENCES TO email: Paul.Chrane@pd.lagovistatexas.gov

STAY CONNECTED
f @ / LagoVistaPD

Lago Vista Police Department
5901 Municipal Complex Way | Lago Vista, TX 78645
(512) 267-7141