

HE PUBLIC SAFETY DISPATCHER

The Higher Education (HE) Public Safety Dispatcher is responsible for the central dispatch to department officers and central command. This position is governed by state and federal laws and institution policy.

DUTIES AND RESPONSIBILITIES

Monitors computer consoles or other communications devices for emergency responses by fire or public safety officers; receives all 911 emergency calls, determines the severity of the emergency, and alerts the proper authority; provides assistance to caller, and identifies the source of the call and the nature of the emergency; dispatches the proper response for the emergency and assists officers with important information regarding location and possible crimes or suspects involved; maintains accurate records of calls and other communication transmissions; records or enters the information into computer for preparation of written transcripts and reports; monitors all fire and security alarm systems, reports problems with system or operations, and alerts officials to alarm drills and other precautionary measures to prevent problems with emergency responses; provides assistance to local law enforcement authorities for information and referrals to the proper officials; coordinates the activities of field officers with superior officers of central command and develops positive communication links for active participation during possible disasters and emergencies; assists public safety officers in the preparation of investigative reports and follow up interviews with offenders or violators; prepares incident reports, and submits crime statistics to national crime information center or other authorities as required; monitors Surveillance Security Cameras and conduct footage review, Broadcast Campus Emergency Alerts, Conduct Camera Functionality Test, Conduct Code-Blue Emergency Phone Functionality Test and maintain status logs; and performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Shift work, abnormal working hours, works in extreme and inclement weather conditions, and on-call duty as directed. May be required to wear uniforms.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of local emergency response agencies and procedures. Knowledge of public safety and emergency fire alarm systems and operations. Knowledge of emergency response procedures and practices. Ability to communicate orally and in writing. Ability to remain calm in emergencies and gather related information. Ability to provide assistance to callers that are distressed.

MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma; plus one year of specialized training in communications or related field; plus one year experience in public safety environment. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

SALARY: Grade-C106-State Pay Plan

Subject to background check and substance abuse testing.

APPLICATION PROCESS: Qualified individuals must submit an application, resume with name, address and phone number of three references to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr., Mail Slot #4942
Pine Bluff, Arkansas 71601

DEADLINE FOR APPLICATION: Applications accepted until filled.

Equal Employment/Affirmative Action Employer/E-Verify Employer

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