



## JOB OPENING

<b>JOB TITLE</b>	<b>Police Dispatcher</b>
<b>POSTING DATE</b>	April 15, 2024
<b>CLOSING DATE</b>	<b>Open Until Filled.</b>
<b>DEPARTMENT/DIVISION</b>	Police
<b>EMPLOYEE GROUP</b>	MI FOPLC - Dispatchers
<b>EMPLOYMENT STATUS</b>	Full-Time, Regular
<b>START DATE &amp; WORK SCHEDULE</b>	<b>ASAP</b> Work schedule flexibility is required. Schedules will vary across all shifts and will include nights and weekends. 40 hours per week minimum, with overtime as needed.
<b>STARTING SALARY</b>	\$55,563 - \$62,967
<b>PREVIOUS WORK EXPERIENCE</b>	Public safety dispatch or telecommunications experience preferred.
<b>EDUCATION</b>	High School Diploma or equivalent.
<b>SPECIAL SKILLS &amp; TRAINING</b>	Excellent typing skills, keyboard and basic computer knowledge. LEIN operator, EMD certified and CAD training preferred. Must possess outstanding communication skills while interacting with the public and be able to effectively communicate with citizens, police officers, and firefighters in crisis or stressful situations by both telephone and police/fire radio.
<b>BASIC RESPONSIBILITIES</b>	Receive incoming emergency calls and dispatch emergency services, maintain proficiency in operation of all dispatch related computer database systems, monitor radio networks and relay messages when appropriate, input and access information into databases, maintain EMD certification, and maintain Communications files as required.
<b>HOW TO APPLY</b>	All candidates must complete a City of Farmington Hills <a href="#">employment application</a> . Applications are located at <a href="http://www.fhgov.com">www.fhgov.com</a> or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to <a href="mailto:hr@fhgov.com">hr@fhgov.com</a> or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

**The City of Farmington Hills is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.