

Elko Central Dispatch Administrative Authority
Position Announcement

Employment Opportunity

For

Assistant Dispatch Operations Director

Reporting to the Dispatch Operations Director, this position is responsible for performing administrative, supervisory, and professional work in coordinating and directing the activities of the Central Dispatch Administrative Authority (CDAA). Duties will include, but not be limited to, directing the daily activities of CDAA employees, implementing CDAA policies and procedures, recruiting and selecting qualified applicants for available CDAA positions, and performing related work as required by the Dispatch Operations Director. The successful candidate will have the ability to communicate effectively, work in a spirit of cooperation with employees, elected officials, and the general public and to work weekends and nights.

This position requires a high school diploma (or equivalent) and five (5) years of progressively responsible public safety emergency dispatch experience, including a minimum of two (2) years of supervisory experience. The current annual salary range for this position is \$53,786.70 to \$62,353.56, plus an excellent benefits package.

The applicants with the highest qualifications as determined by the screening process will be invited to one or more interviews which may include written examinations, one or more oral presentation exercises, situational responses, or a combination of assessment exercises.

To be considered for this position, a completed employment application (include resume) must be submitted to: CDAA Dispatch Operations Director, 725 Aspen Way, Elko, NV 89801 no later than 5:00 p.m. on Friday, March 30, 2018. For application materials, please call (775)777-7301, pick up an application at 725 Aspen Way, Elko, NV 89801 or visit our website at www.elko-cd.com for an application.