



City of Scottsdale
Police Communications Manager

SALARY	\$86,382.40 - \$125,590.40 Annually	LOCATION	Scottsdale, AZ
JOB TYPE	Full-Time Regular	JOB NUMBER	FY2324-00725
DIVISION	Public Safety	DEPARTMENT	COMMUNICATIONS
OPENING DATE	04/01/2024	CLOSING DATE	4/30/2024 11:58 PM Arizona

Introduction

The Police Communications Manager plans, implements and evaluates the activities of the Communications Unit, which receives and dispatches calls from emergency (911) and non-emergency telephone lines from citizens requesting police services.

Minimum Qualifications

Education and Experience

- Bachelor's Degree in criminal justice or related field from an accredited educational institution. Three years of experience in a public safety communications division or other related experience.
- Must have at least one year of Lead or Supervisory experience.
- An equivalent combination of education and job related experience may substitute for the educational requirements on a year-for-year basis.
- Experience with public safety communications procedures and equipment.
- Preferred: Three years of supervisory experience.

Licensing, Certifications and Other Requirements

- Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.

Other pertinent licenses and/or certifications may be required of some positions depending on division/department/service assignment.

Essential Functions

Performs duties and responsibilities commensurate with assigned functional which may include, but are not limited to, any combination of the following:

- Supervises employees and coordinates personnel-related activities to include, but not limited to: training, approving work schedules, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.
- Prepares recommendations and monitors the division's budget.

- Manages organizational change and enhances learning, participation and professional development opportunities for subordinates.
- Participates in the research, beta testing and implementation for new equipment. Makes recommendations on equipment purchases.
- Conducts meetings with staff; attends meetings with other organizations to discuss emergency service and communications issues.

Work Environment/Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Make fine, highly controlled muscular movement to operate foot pedals.
- Visual and muscular dexterity to operate communications equipment (computer-aided dispatch equipment, telephones and radios).
- Most work is performed in a City office environment.
- Work evenings, nights, weekends and holidays as necessary.
- Carry and respond to an on-call pager
- Remain in a sitting position for extended periods of time.
- Lift and carry materials weighing up to 20 pounds.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Travel to/from meetings and various City locations.

To view the full job description, work environment and physical demands, [click here](#).

Benefit Highlights:

The City of Scottsdale offers a comprehensive benefits package including:

- 12 Paid Holidays, which includes 1 Floating Holiday
- Vacation Accrual; starts at 10.3 hours/month
- Sick Leave Accrual; 8 hours/month
- Medical (which includes behavioral health coverage), Dental and Vision Benefits
- City Paid Basic Life Insurance (equal to one times employee annual salary); option of Supplemental Life Insurance
- Tuition Reimbursement; \$2,500/year
- Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.29% which includes a Long-Term Disability benefit
- Supplemental Retirement Plans through Nationwide; 457
- Pet Insurance
- Bilingual pay compensation

Please visit the [Benefits Information](#) page for more information.

Pre-Employment Requirements

- This is a safety-sensitive position that requires candidates to successfully pass a post-offer drug screen prior to start date.
- The City of Scottsdale will incur the cost of all required pre-employment testing.
- As part of the conditional job offer, candidates must successfully pass a Psychological Evaluation.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation.

Persons with a disability may request a reasonable accommodation by contacting HR Receptionist at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR Receptionist at (480) 312-2491.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Agency

City of Scottsdale

Address

9191 E San Salvador Dr

Scottsdale, Arizona, 85258

Website

<http://www.scottsdaleaz.gov>