



TOWN OF GLASTONBURY

DISPATCHER COMMUNICATIONS SUPERVISOR PROMOTIONAL ANNOUNCEMENT

Applications must be received by 11:59 p.m. on 11-22-2023. AA/EOE/MF.

The information provided below is intended to prepare you for the promotional process by describing (1) The position/classification; (2) Eligibility requirements; and (3) The selection process that will be used. For questions, contact Raz Saeed (860) 652-7502 or Sherri Tanguay (860) 652-7503 in Human Resources.

The Position/Classification

- Communications Supervisor – (\$38.92/hr. - \$41.89/hr.) See attached job description

Eligibility Requirements

- High school diploma or equivalent plus two (2) years public safety dispatcher experience; post-secondary education, preferred and a demonstrated ability to lead others.
- Connecticut On-Line Law Enforcement Telecommunicator Certification, National Crime Information Center Certification, State of Connecticut Telecommunicator Certification and Emergency Medical Dispatch Certification.
- See attached job description for additional requirements.

The Selection Process

- Oral Panel/Assessment Center – **12-13-2023 – Time TBD**
 - A panel of public safety professionals will ask a series of questions and present situations designed to offer you the ability to display your Public Safety Communication management knowledge and acumen
 - Passing score is a 70% or higher
- Evaluation of candidates' past job performance
- Any other information as applicable
- Chief Porter will interview the three (3) highest-scoring candidates and submit a recommendation to the Town Manager

Reference List

Supervision of Police Personnel by Nathan F. Iannone. Marvin D. Iannone, Jeff Bernstein, 9th Edition

Chapters 1, 5 and 9

There are limited editions of the book available in the Admin Office that can be checked out.

Glastonbury Police Department General Orders

81-2 Communications Procedures

81-1 Communication Administration

22-11 Evacuation of Police Facility

74-11 Paperless Re-Arrest Warrant Network System (PRAWN)

42-12 Sex Offender Registry

81-3 Regional Access Frequency System

81-4 Collect/NCIC Teleprocessing System

Attachments: Job Description

Posting Date: 11-1-2023

Revised Date: 11-9-2023