

OUR VISION FOR THE ORGANIZATION

We believe in an organization that:

- Provides excellent customer service at all levels.
- Has a management team that leads by example, where strength of character, dedication, problem-solving and integrity count.
- Endorses continuous learning to assure employees have the skills to provide effective services and the training and education to prepare for career advancement opportunities.
- Fosters open and honest communication among all employees, across all departments and with the public.
- Is driven by clear objectives where strong performance is rewarded.
- Operates as one cohesive organization, not isolated departments, fostering collaborative interdepartmental partnerships with all employees for organizational and community problem-solving.
- Values all members of the organization and the community.

THE COMMUNITY

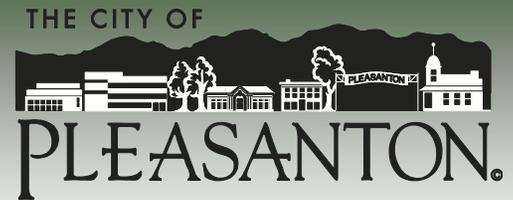
One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

SELECTION PROCESS

The qualifications of each applicant, as set forth in the employment application and resume, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process.

TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please submit an application through our online application process at www.cityofpleasantonca.gov and click on "Employment Opportunities". Applications are also available at the **Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566**. Incomplete applications will not be accepted. Applications will be accepted until the position is filled. **Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling.** If you require alternate communications, please contact Human Resources at (925) 931-5048.



Announces

EMPLOYMENT

OPPORTUNITY FOR

Per Diem Police Dispatcher (EXPERIENCE REQUIRED)

**Part-time, Temporary
\$31.10 to \$37.80 Hour
Max. 960 Hours Per Year**

**Filing Deadline
Open Until Filled**

**Please apply online at:
www.cityofpleasantonca.gov**



THE DEPARTMENT

The Pleasanton Police Department's mission is to work in collaboration with our community to protect life and property, while enhancing the quality of life in our city. This shall be accomplished through the creative use of resources, community education and involvement, and interactive problem solving. We will strive to maintain trust, understanding, and mutual respect within our department and our city.

Organizational Values

PROFESSIONALISM As individuals and as an organization, we place high value on honesty, and adhere to the standards embodied by the Law Enforcement Code of Ethics.

COMMITMENT As an organization, we will devote our full energy and resources to fulfill our department's mission.

PARTNERSHIPS We will work in conjunction with our community to identify needs and devise strategies for crime prevention and problem solving.

RESPONSIVENESS We will address the needs and concerns brought forth by the community and our organization.

SAFETY We will proactively provide police services through a balance of traditional and contemporary law enforcement practices to enhance the quality of life in our community.

THE POSITION

This position performs a variety of duties in connection with the dispatch of Police Department units, Public Works units as necessary, and the maintenance of police records. The Police Dispatcher position must make independent judgments in emergency situations, deal with the public in sensitive situations, and perform skilled typing and related clerical work, often of a confidential nature.

Typical duties include:

- Answering emergency and non-emergency telephones and conducting interviews with callers to determine the nature of the call, priority and appropriate response and/or action.
- Dispatching Police Department units and, as necessary, Public Works units.
- Taking police reports and processing requests for routine information received in person and by telephone or radio.
- Performing a variety of clerical duties including: typing, confirming warrants, taking reports from citizens, fingerprinting, and processing applicable reports and records.

CANDIDATE REQUIREMENTS

The ideal candidate for Police Dispatch will be a seasoned professional in emergency dispatch and will possess:

- At least two years public safety dispatching experience.
- A high school diploma or G.E.D. equivalent.
- A valid California driver's license.
- The ability to complete the Basic POST Dispatcher training within one year of appointment.
- The ability to accurately type at a rate of 35 wpm (net of errors).
- The knowledge and skill to perform duties described above.
- The skill to respond correctly, calmly and quickly under emergency conditions.
- The ability to communicate clearly and precisely.
- The ability to work rotating shifts that include weekends and holidays.

