



# TAKE PART OF SUPPORTING THE CITY OF SEBASTOPOL POLICE DEPARTMENT!

The City of Sebastopol is currently seeking qualified candidates for the position of a

# POLICE COMMUNICATIONS DISPATCHER

## AT A GLANCE:

**FULL-TIME PERMANENT**

**SALARY: \$5,380 - \$6,542 MONTHLY  
\$64,566 - \$78,501 ANNUALLY**

**A GREAT BENEFITS PACKAGE**

**JOIN A TEAM THAT GROWS TO  
INSPIRE OTHERS**

**DEADLINE TO APPLY: TUESDAY, SEPTEMBER 17, 2024, AT 11:59 PM**



## ABOUT THE DEPARTMENT

The Sebastopol Police Department is a full-service law enforcement agency tasked with providing public safety services to our Sebastopol community. The department is organized into three divisions – Administration, Operations, and Technical and Support Services – and is managed by the Chief of Police, Police Captain, and Records Manager/Dispatch Supervisor. Our Police Sergeants, Police Officers, Dispatchers, Police Technician, Reserve Officers, and Community Service Volunteers work collaboratively with our community to deliver professional police services and provide a safe environment for our residents and those who work and visit our wonderful city. The Police Department's mission is to provide a safe environment and enhance the quality of life in our community through exemplary public safety services. The Department strives to be a model of excellence by providing professional public safety services with integrity and accountability and partnering with our community.

## THE POSITION

The City of Sebastopol is seeking an outgoing, empathetic, responsible, problem-solver to serve as a Police Communications Dispatcher. The Police Communications Dispatcher receives and processes routine and emergency calls. The incumbent will dispatch police and enter, retrieve, and use data from various automated law enforcement information systems. The successful candidate will coordinate with and transfer calls to other emergency service providers as appropriate. The individual will perform a variety of clerical and technical duties in support of the Department's operations. In addition, they will learn applicable policies, procedures, and work methods associated with assigned duties; and perform other related duties as required.

City employees are expected to work equally well with all community members regardless of cultural differences or circumstances, including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities.



## QUALIFICATIONS

**Education:** Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate.

**Experience:** One (1) to Three (3) months related experience and/or training; or the equivalent combination of education and experience.

### **License and Certifications:**

- Possession of a valid California Driver's license.
- Satisfactorily complete the Public Safety Dispatchers Basic Course as required by P.O.S.T. within 12 months of appointment.





## IDEAL CANDIDATE

The ideal candidate will:

- Be a collaborative, inclusive, and encouraging team member.
- Be adaptable and able to work under stressful or difficult conditions.
- Exercise sound independent judgment, discretion maturity, impartiality, and professionalism.
- Be an effective communicator to a diverse population and workforce, communicating accurately, effectively, and persuasively orally and in writing.
- Be skilled in interpersonal relations with excellent ability to listen and understand, diffuse situations, and build relationships.
- Be a highly disciplined dispatcher demanding a high moral compass of all members of the department and keen political acumen.
- Possess an understanding and acceptance of the cultures within the City and Department, and in the community.
- Being bilingual is highly desirable.

## BENEFITS

The City of Sebastopol provides an excellent comprehensive benefits package that includes the following:

Choice of Kaiser or REMIF Anthem Blue Cross **Health Insurance** for employee and dependents

Employer contributes 100% Kaiser premium. Employee pays premium difference for Blue Cross

Employer contributes 100% for **Dental & Vision Benefits**

**Life Ins.** \$50,000 for employee. Increased coverage may be purchased by employee

**Long-term Disability Ins.** administered through PORAC

PERS Pension Plan (2% @ 55 for Classic Members. 2% @ 62 for PEPRAs Members (hired after 1/1/13).

**Uniform Allowance** is \$800 per fiscal year and is non-persable for PEPRAs members.

**Deferred Compensation** Plans are available.

**Generous Vacation and Sick Leave accrual benefits.**

**Holidays 15 paid. Funeral, Medical, Family & Personal Leave benefits**

**Special Pay Overtime:** On-Call, Court Time, Field Training, Relief Shift, Graveyard Shift, Educational and **Bilingual Incentive Pay. Longevity Pay:** granted after completion of 5 years at 2%, 10 years at 4%, 15 years at 6%, 20 years at 8%, and 25 Years at 10% with a maximum not-to-exceed of 10%.

**Mileage Allowance & Business Travel expense reimbursement** per Travel Policy. Please refer to the Sebastopol Police Officer's Association (SPOA) Memorandum of Understanding for a comprehensive list of benefits and services at <https://www.ci.sebastopol.ca.us/City-Government/Departments-Services/Administrative-Services-Department/Employee-Benefits/> Select "Employee Relations".

## HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Please follow this link: <https://www.calopps.org/city-of-sebastopol> or scan the QR code below: Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

Additional inquiries about the position may be directed to Captain Hickey [jhickey@cityofsebastopol.gov](mailto:jhickey@cityofsebastopol.gov) (707) 829-4404

**Deadline to apply: Tuesday, September 17, 2024, at 11:59 PM**

The City of Sebastopol is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the recruitment process should advise Danielle Oliveira from Muchmore Than Consulting [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org).



**THE CITY OF SEBASTOPOL  
IS AN EQUAL OPPORTUNITY EMPLOYER**



SCAN ME

Recruitment Services Provided by,  
Muchmore Than Consulting, LLC

