

# **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT**

**ONE CITY HALL PLAZA**

**MANCHESTER, NH 03101**

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**FAX: 603-628-6065**

**WEB SITE: [www.manchesternh.gov](http://www.manchesternh.gov)**



## **EMERGENCY SERVICES DISPATCHER (FIRE)**

(Announcement No. R-052-13)

Grade 15

Starting Pay: \$36,562 per year – plus extensive benefits package

40 hours per week: Work schedule includes weekends,  
holidays and alternating daytime, evening and night shifts

### **THE JOB:**

Serves as a centralized communications agent involving Fire, EMS and related public safety personnel to emergency situations. Processes requests for emergency assistance from 911; receives and dispatches radio transmissions on Fire and EMS information channels; processes all Computer Aided Dispatch entries; completes reports and logs; files, maintains records, and performs related duties.

### **MINIMUM**

### **QUALIFICATIONS:**

High School graduate plus at least one year of experience in the operations of communication and emergency service equipment; or equivalent combination of experience and training. Certification as a Public Safety Dispatcher, and in Emergency Medical Dispatching and Pro QA is required within one year of hire.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.**

### **APPLICATION**

### **PROCEDURES:**

Candidates must complete a City of Manchester Employment Application available at city of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Dept City Hall Annex. Submission of a resume is optional. Application will not be accepted if received after the closing date.

### **OPENING DATE:**

Wednesday, June 19, 2013

**CLOSING DATE:** Wednesday, July 3, 2013

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*