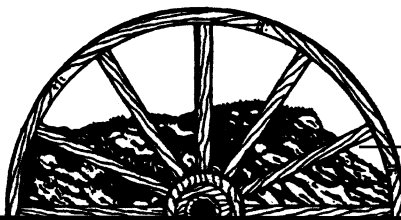

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

Human Resource Department P.O. Box 670 La Grande, OR 97850

JOB ANNOUNCEMENT

June 6, 2019 – December 31, 2019 or until filled

The City of La Grande is accepting applications for the following position:

COMMUNICATIONS TECHNICIAN I – 911 DISPATCHER

GENERAL STATEMENT OF DUTIES:

Receive information regarding emergency and life-threatening situations, and facilitate the necessary resources to mitigate them.

MANDATORY REQUIREMENTS:

Must possess High School diploma or GED. Must be 18 years of age and physically capable of performing the duties of a Telecommunicator. Must have at least 1 year of general clerical experience. Must possess the ability to type 30 words per minute, have advanced knowledge of English grammar and spelling, and use of standard office equipment. Must possess a valid Oregon Driver's License or obtain one within 30 days of hire. Must successfully pass a department written test, job related physical, back ground check, psychological test, medical and drug screening. Must be able to pass DPSST standards for hearing. Must obtain LEDS certification, CPR/First Aid Card, and Emergency Medical Dispatch training within six months of employment. Must be able to obtain a Basic Telecommunicator Certificate from DPSST within one year of employment or the timeline established by Oregon Administrative Rule. Must continuously maintain certification for duration of employment.

SALARY: Starting salary range - \$2,955 to \$3,581 per month + additional pay for degrees.

Annual Performance Increases of 4% based on performance evaluation

BENEFITS:

Family medical, dental and vision insurance

VEBA/Health Reimbursement Account

Employer Paid Long Term Disability Insurance

Employer Paid Life Insurance of \$25,000

Retirement – City will contribute 13% after six months of employment. Employee contributes 1%.

Paid Holidays, Vacation and Sick Leave

Air and Ground Ambulance Membership

Employee paid Aflac Coverage Options

Education Incentive Programs

APPLICATION PROCEDURE:

City of La Grande job application and job description may be obtained from the City of La Grande website at www.cityoflagrande.org, or at City Hall located at 1000 Adams Avenue in La Grande, Oregon.

Applications must be returned to Anita Zink, Human Resource Specialist.

Phone number: 541-962-1319

Fax: 541-624-5817

Email: azink@cityoflagrande.org

Equal Opportunity Employer