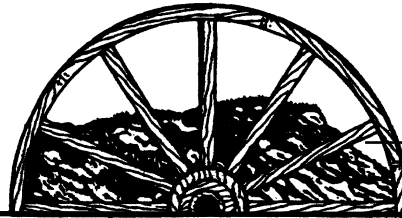

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

Human Resource Department P.O. Box 670 La Grande, OR 97850 541 962-1319 fax 541-624-5817

JOB ANNOUNCEMENT
September 24, 2020

911 DISPATCHER
- COMMUNICATIONS TECHNICIAN I -

GENERAL STATEMENT OF DUTIES: The principal function of an employee in this classification is to receive and dispatch 9-1-1 calls for the protection of life and property, and to perform other assigned communications and public safety duties relating to emergency and non-emergency situations.

ABOUT THE DEPARTMENT AND CITY: The City of La Grande (pop. 13,281) is located in the beautiful Grande Ronde Valley, is adjacent to I-84 in Northeast Oregon, is home to Eastern Oregon University, has exceptional public schools, has world class year-round outdoor recreational opportunities, and is a wonderful place to raise a family. The La Grande Police Department has 19 sworn officers and 14 civilian employees and provides full dispatch services for all Union County public safety agencies. The department enjoys extraordinary support from our community and elected officials, is value driven, progressive, and has numerous special assignment opportunities.

MANDATORY REQUIREMENTS: Must possess high school diploma or GED, be eligible to work in the US, be at least 18 years of age and physically capable of performing the duties of a Telecommunicator. Must have at least one year general clerical experience, be able to type 30 words per minute, have advanced knowledge of English grammar and spelling, and proficient in use of standard office equipment. Must possess a valid Oregon driver's license or obtain one within 30 days of employment. Must successfully complete department written, interview, background, psychological, medical, and drug screening. Must be able to meet DPSST standards for hearing. Must obtain LEDS certification, CPR/First Aid and Emergency Medical Dispatch training within six months of employment. Must meet all DPSST certification standards and complete the DPSST Basic Telecommunicators Course and receive certification within one year of employment, or the timeline established by Oregon Administrative Rule.

SALARY: \$3,028 to \$3,670 per month, plus additional pay for education degrees.

BENEFITS: Family- Medical, Dental, Vision and Prescription Insurance / Life and Disability Insurance / Life Flight Membership / VEBA-Health Reimbursement Account / Retirement-Employer contribution of 13% after six months of employment / Paid Vacation, Holiday, and Sick Leave / Education Incentives

CLOSING DATE: Open until filled. First review of applications on October 23, 2020 @ 5:00pm

APPLICATION PROCEDURE: Employment Applications and a Communications Technician I Job Description may be obtained from and returned to Anita Zink, Human Resource Manager, City of La Grande, 1000 Adams Avenue, PO Box 670, La Grande, Oregon 97850. Phone: (541) 962-1319 Fax: (541) 624-5817
Email: azink@cityoflagrande.org.

Applications can also be obtained on the City of La Grande website at www.cityoflagrande.org

EQUAL OPPORTUNITY EMPLOYER