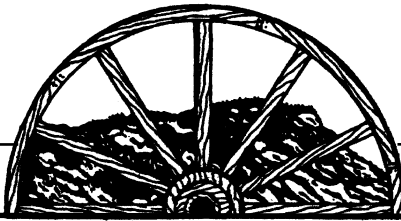

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

Human Resource Department 1000 Adams Ave. La Grande, OR 97850 Phone 541-962-1319 Fax 541-624-5817

JOB ANNOUNCEMENT
January 31, 2024

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. 13,310) 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 15 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. For more information, visit our website at www.cityoflagrande.org/police-department.

MANDATORY REQUIREMENTS:

- Must be at least 18 years of age, a United States Citizen, and possess high school diploma or GED;
- Must be able to type 30 words per minute;
- Must possess a valid Oregon driver's license or obtain one within 30 days of employment;
- Must have advanced knowledge of English grammar and spelling, use of standard office equipment and some knowledge of emergency service organizations and functions;
- Must successfully complete written test, interview, background, psychological, medical, and drug screening;
- Must obtain LEDS certification, CPR/First Aid and Emergency Medical Dispatch training within six months of employment, and meet all DPSST certification standards and complete required DPSST Basic Telecommunicator's Course and receive certification within one year of employment, or the timeline established by Oregon Administrative Rule.

SALARY: Starting salary range \$20.36 - \$22.02 per hour (\$3,529.00 - \$3,817.00 per month), DOE, plus additional pay for education degrees and certifications. Position salary range \$20.36 - \$29.55 per hour (\$3,529.00 - \$5,122.00 per month), plus additional pay for education degrees and certifications.

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 Friday, March 1, 2024.**

APPLICATION PROCEDURE: A City of La Grande Job Application Form and Job Description may be obtained from the City's website at www.cityoflagrande.org and returned to Cari Markham, City of La Grande, 1000 Adams Avenue, La Grande, Oregon 97850, Faxed to 541-624-5817, or emailed to cmarkham@cityoflagrande.org

Equal Employment Opportunity Employer