



Job Title:	Public Safety Communications Manager	
Pay Rate:	DOQ	
Department:	Police Services	01/16/2017

**JOB SUMMARY:**

Oversees all Communications Center activities which includes the E911 system as the primary Public Safety Answering point (PSAP) that receives and adjudicates the communities' calls for police, fire, and medical assistance; operations of the Computer Aided Dispatch (CAD); and the False Alarm sections. Instructions are received from the Deputy Administrator on matter of policy and legal matters. A Communication Manager must have the ability to analyze situations quickly and respond with appropriate action within department guidelines and will brief the Police Chief on exceptional incidents. The incumbent exercises considerable independent judgment and work is reviewed by the Deputy Administrator.

**QUALIFICATIONS:**

- Must be available for shift work;
- Bilingual English/Spanish preferred;
- Bachelor's degree or five years related experience and/or training; or equivalent combination of education and experience.
- Texas Law Enforcement Telecommunications System (TLETS) Certification.

**PHYSICAL REQUIREMENTS:**

The employee is regularly required to sit, use hands to finger, talk and hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening, polygraph exam, psychological exam, and a Harlingen Police Department background investigation prior to employment by the City of Harlingen.**

**BENEFITS:**

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**TO APPLY:** Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, TX 78550, City Website: [www.myharlingen.us](http://www.myharlingen.us)