



City of Bellmead  
Employment Opportunities

**Position: Communications Shift Supervisor – Full Time**

Salary: \$16.50 - \$17.00 hourly DOQ

Deadline: Open Until Filled

**How to Apply:** Complete City of Bellmead application, release of information forms, and complete the TCOLE application, located on the City Website. Contact the Bellmead Police Department 254-799-0251.

**Purpose:** The purpose of this position is to provide a link between emergency services agencies and the citizens in need of those services and to operate the Texas Crime Information Computer and the National Crime Information Computer. This position is also responsible for the preparation and maintenance of all of the necessary records in support of the Bellmead Police Department Communications Center and performs Supervisory duties on their assigned shift.

**Essential Duties:**

Answer incoming radio, telephone, and computer generated calls of both an emergent and non-emergent nature; ascertain the nature of each situation and appropriately dispatch all necessary personnel and equipment according to jurisdiction and specific standard operating procedures

- Supervise and conduct training ensuring that new personnel are adequately trained for the position; maintain complete and accurate training records; work with Police Chief or designee to continue developing and to maintain the training program
- Supervise shift personnel in all aspects of operations, ensuring that all rules, regulations, policies and procedures are followed
- Assist to ensure that accurate and complete documentation of citizen information is gathered and maintained and that all logs, tapes and call cards are generated in compliance with Federal, State, and local laws and departmental policy and procedures
- Assist to ensure that radio calls and telephone calls are answered promptly and courteously
- Ensures that confidentiality of information is maintained and that the computer terminal conforms to all rules and regulations of the TLETS
- Assist with on-call support to ensure adequate coverage is maintained
- Maintain proper procedure, maintenance, and operability of radio systems
- Provide professional services to all City of Bellmead customers

**Minimum Requirements:**

- Education, Training, and Certification
- High School diploma or G.E.D. required
- 2 -3 years experience in Police Communications
- CTO (Training Officer Certification) preferred

**Other requirements**

Must pass a background check; Critical Communications Testing, Hearing-ability to operate multiple radio systems; Vision-ability to read documents and computer screens; Voice-ability to

Speak in a clear and understandable voice; Ability to work under pressure and maintain a calm and professional demeanor; Supervisor Shift dispatchers, **Shift work is required**

**Physical Demands/Work Environment:**

- Subject to sitting for extended periods of time, standing, walking, bending, reaching, stooping, pushing, carrying, climbing and lifting objects up to 25 pounds
- Exposure to infectious diseases and interaction with potentially irate members of the public is involved

E.E.O. - The City of Bellmead is an equal opportunity employer, seeking to strengthen its staff with a broad range of candidates.