

**TOWN OF FALMOUTH
COMMUNICATIONS ADMINISTRATOR
PUBLIC SAFETY DISPATCH**

The Town of Falmouth, population 32,000 (100,000+ during tourist season), is currently accepting applications for a Communications Administrator. This is an exciting opportunity to join our recently created Central Dispatch agency, which has transformed how it offers a full array of public safety dispatching services, across Police, Fire, DPW and Marine & Environmental Services functions within the town. Reporting to the Communications Dept. Oversight Committee comprised of the Town Manager, Police Chief and Fire Chief, this key leadership position will be responsible for the management and general superintendence of the public safety central dispatch function, programs, services, operations, activities and facilities. Operates and maintains a central communications center for all public safety and general communications; supervises and directs the employees and daily activities of the department; participates in the development, updating and implementation of goals, objectives, policies and procedures governing the operations of the department; oversees, monitors and maintains a variety of dispatch equipment including CAD system, phones and radio, including recommending the purchase of supplies and equipment for department and coordinating the repair of equipment with outside agencies; manages departmental budget; provides or coordinates training; ensures compliance with all state or federal laws and regulations concerning the radio, telecommunications, facilities and services provided by the department; keeps the Town Manager and Oversight Committee informed of the activities and needs of the department and provides them with information that would have a material impact on the peace, security and good order of the town; and all other duties as assigned. Bachelor's degree with course work in Communications, Public Safety or related field or an Associates degree plus two years additional relative experience; 4 years public safety dispatch experience preferably in a combined public safety dispatch center, including at least 1 year as a lead supervisor. Thorough knowledge of rules and regulations of the Federal Communication Commission (FCC) as they pertain to the operation of a public safety communication center. Must be fully qualified to perform actual Communications Officer duties, as may be required; CPR, E-911 Certification, EMD Certification, and Leaps Certification required; must be qualified in first aid as required under first responder law.

Full job description, employment application and instructions for applying can be found at [Falmouth Career Opportunities](#). The salary range for this position is \$32.21 - \$42.05/hr. (\$66,996-\$87,464). Resumes accepted until position is filled, with preliminary review of resumes to occur on November 29, 2018. The Town of Falmouth is proud to be an EEO/AA employer.