

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Safety and Police Dispatch Coordinator

**BASIC FUNCTION:** Under the supervision of the area Sergeant, provides leadership and supervision of the Dispatch Communications Center; coordinates activities of all Safety and Police Dispatch Clerks and personnel working at the Center; oversees timekeeping and work schedules.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable.

**REPRESENTATIVE DUTIES:**

1. Receives requests for District safety and law enforcement services.
2. Receives 911 calls for services.
3. Maintains effective and efficient communication between the Safety and Police Department, Safety and Police officers, other College/District departments, outside law enforcement agencies, and the public.
4. Responsible for prioritizing and dispatching of all calls for service for the safety of all field personnel.
5. Operates and monitors numerous radio frequencies; takes appropriate action when required.
6. Initiates record and warrant checks for law enforcement personnel.
7. Maintains accurate radio and service request logs.
8. Prepares daily shift summary log.
9. Performs general clerical duties.
10. Assists in training of other dispatch personnel.
11. Assists Chief of Police or designee in coordinating activities of the Dispatch Communications Center.
12. Aids in developing policies and procedures for the Center.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** At least two years of experience dispatching emergency communications is required. Leadership or supervisory experience is desirable.

**LICENSES/CERTIFICATIONS:** Must be able to complete the Basic Public Safety Dispatch course within the first year of employment is required. A thorough background investigation is required.

**KNOWLEDGE OF:** California Penal Codes and District policies and procedures.

**ABILITY TO:** Operate equipment used in the Dispatch Communication Center; understand and carry out oral and written directions; keyboard effectively at a speed of not less than 35 net words per minute; communicate effectively, both orally and in writing; learn and apply regulations, policies and procedures; perform clerical duties, including the use of computers; perform duties under stressful conditions.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, college staff, students, general public and other law enforcement agencies.

**WORKING CONDITIONS:** Normal dispatch/office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.