

City of Las Vegas Career Opportunity

Applications are being accepted for a full-time **Communications Manager** for the City of Las Vegas Public Police Department.

Entry Level: \$14.18

Nature of Job: Assume management of the Communications section, answering point (PPSAP) Communications Operations. Monitors and evaluates the efficiency of service and police procedures, prepares staff reports and other correspondences. Prepares work schedule, operates a variety of communication equipment, attends meetings, and conferences. Implements discipline, coordinates staff training, coordinates assigned activities and presentations. Performs as Supervisor for the Communication Section and is responsible for overall operations of entire Communication Section. As a Las Vegas Police Department Manager it is their duty to support Command Staff and is their responsibility to ensure that orders from such are relayed and carried out in a timely manner. The operations in this section involve mission critical communications Primary Public Safety Answering Point infrastructure and operations, therefore necessitating absolute attention to detail and constant vigilance. Due to federal, state and departmental laws and/or regulations, must be able to maintain confidentiality and security regarding all legal and operational matters learned, seen or heard as a result of employment. (A detailed job description is available at the Human Resource Office.)

Qualifications: Must have a high school diploma or GED equivalent. Prior experience in law enforcement preferred. Must possess a valid NM driver's license and be insurable by the City's insurance carrier. Dispatch Certification – DPS, CPR Training.

Mandated requirements: Must be able to be reached by phone/email/text after hours for managerial issues, emergencies, and other issues that may arise.

Posted: December 21, 2017 - Until Filled

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:



Richard R. Trujillo, City Manager



Cipri Gonzalez
Human Resource Manager