



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Radio Dispatcher
Payroll/Personnel Type:	12 Month
Reports to:	Divisional Director of School Safety and Security
Shift Length:	8 Hour Day
Union Eligibility:	Eligible

Position Summary:

Perform duties to receive and dispatch orders and messages by telephone and/or radio.

Essential Functions:

- Receive and record radio transmission from all stationary and mobile officers reporting for and signing off duty
- Monitor and deploy mobile officers
- Maintain daily log of messages, reports and requests for security assistance and officers dispatched
- Maintain inventory and locations of security equipment
- Assist with ordering of new security equipment and coordinate the repair of existing equipment
- Provide radio communication relay between all security personnel, administrators and St. Louis Public School Transportation Division
- Secure assistance and appropriate contacts and referrals to external emergency services
- Maintain records of security personnel attendance and hours worked
- Monitor and coordinate all radio transmissions in accordance with FCC guidelines
- Maintain and update knowledge of radio communication equipment; instruct and assist radio holders on proper procedures
- Supervise and coordinate the work assignments of clerical employees in the office
- Train employees in radio dispatching
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to communicate clearly and calmly
- Ability to work with sensitive and confidential data
- Knowledge of city streets and locations of schools

Experience:

- Minimum of two years job related experience

Education:

- Graduation from a general or technical High School or Equivalent
- Additional training with specific knowledge of radio codes and terminology



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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