

The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beachfront and the Madrona Marsh, a freshwater habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.



City of Torrance

PUBLIC SAFETY COMMUNICATIONS SUPERVISOR

Job Code 09097100



City of Torrance

Human Resources Department
Recruitment & Selection Division
3231 Torrance Blvd.
Torrance, CA 90503

Phone: (310)618-2915
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**Visit our website at
www.TorranceCA.Gov**

***Public Safety
Communications
Supervisor***

Job Code 09097100

Do you have the TALENT and DRIVE to put your imprint on a new venture? The City of Torrance is developing and staffing the leadership for the Public Safety Dispatch Center. This challenge is a perfect fit for people driven to be part of a *legacy*. The Torrance Police Department is seeking individuals who flourish in a growing and dynamic environment. The South Bay's premiere emergency communications center is equipped with state of the art technology and staffed with up to 10 team members dispatching per shift. If you can effectively work with police officers, firefighters, and civilian staff members, we want you on our team!

SALARY AND BENEFITS

The base salary range is \$30.33 - \$38.77/hr PLUS shift differentials from 5% to 7.5%. (salary placement above entry level depending upon qualifications). Benefits include: 9/80 work schedule, 100% City paid PERS (supplemented by a PARS retirement benefit which enhances the PERS formula making it approximately 2.46% at 55) retirement, Family Health & Dental Plans; Flexible Benefits Program (offering tax-free options); Deferred Compensation, Paid Leave Time, Life and Disability Insurance, Interest-free Computer Loan Program, and Tuition Reimbursement.

MINIMUM REQUIREMENTS

Any combination of education/experience equivalent to:

Three (3) years of experience in emergency radio dispatching; high school graduation; and a valid California Class C driver's license. POST Public Safety Dispatcher and Emergency Medical Dispatcher certifications are required within one (1) year of hire. Certification must be maintained.

DESIRABLE CANDIDATE PROFILE

In addition to the minimum requirements, a **desirable** candidate possesses: One or more years in a lead or supervisory capacity, computer aided dispatching (CAD) experience; POST Public Safety Dispatcher and Emergency Medical Dispatch Certifications; conflict resolution skills, outstanding interpersonal skills; knowledge of supervisory principles and practices; knowledge of public safety communications principles and practices; modern equipment, techniques and methods of radio communication; knowledge of Federal regulations related to public safety communications and criminal history record-keeping.

APPLICATION PROCEDURES

If you are interested in this opportunity, you must submit a standard City application form and a Supplemental Questionnaire. *Application packets are accepted on a continuous basis.* For more information, visit www.TorranceCA.Gov to apply on-line.

SELECTION PROCESS

Those who appear to BEST meet our needs will be invited to participate in the examination process. The examination components consist of a written test of supervisory ability (weighted 30%) first testing tentative schedule for November 4, 2009 and passing candidates will be invited to an oral interview (weighted 70%) first testing tentatively scheduled for November 19, 2009. Candidates may only test once every six (6) months.

SPECIAL NOTES

For questions, please contact Lieutenant Tom Stark, at tostark@TorranceCA.gov .

Candidates successful on all examination parts must pass a thorough background check, psychological evaluation, and polygraph test before being hired.

Applicants with disabilities who require special testing arrangements must contact the Human Resources Department prior to the final filing date.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

9/24/09—KMF

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**CITY OF TORRANCE
PUBLIC SAFETY COMMUNICATIONS SUPERVISOR
SUPPLEMENTAL QUESTIONNAIRE
(Job Code 09097100)**

Name: _____ Social Security # _____

Please respond to the following questions. In doing so, you may use as many sheets of paper as necessary. However, please keep two things in mind: 1) More is not necessarily better and 2) Writing skills (especially clarity) will be judged along with the information you provide in determining who are the best qualified candidates. Only those judged to be best qualified for our opening will be invited to participate in the exam process. A "no" response will not necessarily result in the rejection of your application. Please be sure to put your name and social security number in the upper right hand corner of each page you submit, and clearly label the question you are answering.

1. Have you had supervisory or lead experience in an emergency dispatch setting?
Yes____ No____ If yes, where? What dates? Please describe it.

2. Have you had supervisory experience outside of emergency dispatch?
Yes____No____ If yes, where? What dates? Please describe.

3. Have you had experience with CAD?
Yes ____No____ If yes, where? What dates? Please describe.

4. Do you have a valid EMD Certificate?
Yes ____No____ If yes, please indicate expiration date.

5. Do you have a valid POST Public Safety Dispatcher Certificate?
Yes ____No____ If yes, please indicate expiration date.

6. Have you had experience with AVL?
Yes ____No____ If yes, where? What dates? Please describe.

7. Have you trained staff in CAD?
Yes____No____ If yes, where? What dates? Please describe.

8. Are you willing to work rotating shifts as assigned?
Yes____ No____

I understand that the typical work schedule is 9/80 (nine hour work days- 80 hours over a two week period) includes weekends and holidays, and that my name will be removed from the eligible list if I am unable to accept working variable shifts.

I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.

SIGNATURE _____

DATE_____