

J. Sargeant Reynolds
Community College



EMERGENCY COORDINATOR I, #WG669
(Working Title: Communications Officer)
PART-TIME/HOURLY

J. Sargeant Reynolds Community College is a comprehensive two-year college dedicated to providing quality educational opportunities to the residents of the Richmond metropolitan area and surrounding counties. The College has three (3) campuses located in urban, suburban and rural settings. Total enrollments exceed 17,000 credit and 8,000 non-credit students annually. Additional information is available at the College's Website: <http://www.reynolds.edu>

The College is seeking applicants for the position of Emergency Coordinator I, Pay Band 3. This position will be assigned to Police & Security Services, Parham Road Campus, 1651 E. Parham Road.

- DUTIES:** This position will provide assistance to Policy & Security Services in the area of emergency police communications by answering telephone calls, dispatching calls for service to police and security personnel, and to maintain efficiency and effectiveness in the area of emergency police communications.
- QUALIFICATIONS REQUIRED:** Working knowledge of radio codes and voice communications systems. Working knowledge of customer service practices and principles. Knowledge of statute enforcement and safety and security concepts, principles, and techniques. Demonstrated ability to utilize personal computers and automated word processing equipment in order to compile, tabulate, and report information. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population. Demonstrated ability to explain and ensure compliance with policies, rules, and regulations. High School graduate or equivalent.
- QUALIFICATIONS PREFERRED:** Current experience working with communication equipment, alarm systems, and security cameras is preferred. Experience working in an academic or campus environment is also preferred.
- TYPE OF POSITION:** Part-time/hourly position without state benefits. Position limited to 1500 hours within twelve months from date of hire. **Starting Salary:** \$11.09-\$22.77 per hour, based on related experience and pre-employment salary.
- APPLICATION PROCESS:** A completed State application may be mailed to Human Resources, P. O. Box 85622, Richmond, VA 23285-5622, hand-delivered to 1701 E. Parham Road, Room 317, or faxed to (804) 371-3853.

Applications will be accepted until the position is filled.

Women and Minorities are encouraged to apply.
"Reasonable Accommodations" are provided for applicants with disabilities.
AA/EOE/ADA