



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: DISPATCHER - AIRPORT COMMUNICATIONS (Provisional*)

SALARY: \$29,315 - \$37,552 annually

LOCATION: Monroe County Greater Rochester International Airport

SHIFT: Normally Sunday - Thursday (C Shift: 11 PM - 7AM / 40 hours per week)
Shift may change during employment. Call - Ins, standby, overtime, weekends, holidays as may be needed or required. Number of Positions: 1

JOB SUMMARY:

This is a highly responsible position involving the efficient relay of information and dispatch of personnel and equipment used in the protection of life and property, security, and non-emergency services for the Monroe County Department of Aviation at the Greater Rochester International Airport. Duties involve interacting with various law enforcement agencies at the federal, state and local levels as well as fire rescue and emergency medical services. Employees must exercise precise judgment, alertness and responsiveness in emergency situations while adhering to the policies and procedures of the Greater Rochester International Airport and the Transportation Security Administration's (TSA) rules and regulations for airports. The employee reports directly to, and works under the general supervision of a senior-level employee and is given leeway to exercise independent judgment in emergency situations. Does related work as required.

PROPOSED QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus two (2) years paid or volunteer** full-time or its part-time equivalent experience utilizing two-way radio equipment as an emergency services*** dispatcher or a dispatcher in the military.

**Volunteer experience must be documented by the participating agency. Employment dates, average number of hours worked per week, and job duties must be included and signed by the appointing authority. Documentation must be included with your application.

***Emergency services includes, but is not limited to, firefighting, ambulance, and police organizations.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

ADDITIONAL INFORMATION:

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of CFR Part 1542 of the Transportation Security Administration.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:	Monroe County Department of Human Resources 39 W. Main Street - Room 210 Rochester, NY 14614-1471
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Posting Deadline: April 20, 2012

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.