



**City of Salisbury
Police Department**

Police Communications Supervisor

Full-time

\$44,447 (Annually)

Full Range of Benefits

Duties: The Police Communications Supervisor has the authority and assigned responsibility for the overall operation of the communications function, the Communications Center and Front Desk area within Police Headquarters. This position will involve working a rotating 12 hour shift schedule. Responsibilities will involve middle management decisions, evaluative thinking, the ability to multitask, coordinate resources, issue equipment, supervise and schedule subordinate communications officers assigned to the squad, and problem solving.

Communications Supervisors are expected to assist the Police Communications Officers answer telephones, to include complaints from the public, maintain liaison with allied agencies, and dispatch and supervise the dispatching of police officer to calls for service. Other functions include; computer operation including Microsoft Office Suite, and operation of CAD/METERS/NCIC Systems. Experience with METERS/NCIC preferred.

Requirements: High school Diploma or G.E.D. Must have law enforcement or dispatcher/communications experience of 5 years. Must possess a valid driver's license and pass a drug screen/background investigation.

Closing Date: Open Until Filled

APPLY: A Salisbury Police Department application packet can be found on the Salisbury Police Department's website (<https://salisbury.md/departments/police>). Submit a completed Salisbury Police Department application packet to:

Salisbury Police Department
699 W. Salisbury Parkway
Salisbury, MD 21801
Telephone : 410-548-3165

EOE