



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

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<b>Position Title:</b>	Radio Dispatcher
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	6509
<b>Reports to:</b>	Director of School Safety and Security
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

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

**Essential Functions:**

- Receive and record radio transmissions 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 new security equipment and coordinate the repair of existing equipment
- Provide radio communication relay between all security personnel, administrators, and the 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 by 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 the 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

**Physical Requirements:**

- Must be physically able to operate a motor vehicle

