



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6472
Pay Grade: E01

FLSA: Exempt

SUPERVISOR, POLICE COMMUNICATIONS CENTER
REPORTS TO: Chief of Schools Police
SUPERVISES: Support Staff
QUALIFICATIONS: High school diploma or possession of a GED, plus a minimum of three (3) years experience in the communication/dispatching field. Must pass an extensive background investigation. Must be certified as a 911 Public Safety Telecommunicator (police dispatcher). Possession of a law enforcement certification by the Florida Department of Law Enforcement or have the ability to obtain certifications through FCIC (Florida Crime Information Center), NCIC (National Crime Information Center), and NLETS (International Public Safety Network), within 6 months of employment. PREFERRED: Previous supervisory experience in a communications center.
MAJOR FUNCTION
Performs supervisory work in directing and participating in the operation of the Pinellas County Schools Police Communications Center on an assigned work shift. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements, which may be established by the School Board or department rules. Work is reviewed through observation, monitoring of operations, evaluation and analysis of reports and records.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Supervises operations of the Communications Center of the Pinellas County Schools Police Department.• Answers questions and assists in addressing issues brought forward by citizens, employees, or other departments.• Plans, schedules, assigns, trains, and supervises a staff of employees engaged in the operation of the Communication Center during an assigned work shift.• Supervises and maintains all departmental files and records; processes legal documents, police reports, and arrest referrals prepared by officers.• Compiles information for crime reporting.• Monitors the National Broadcast Emergency System for emergency broadcast to schools.• Maintains current Federal Communications Regulations, an up-to-date log of the Intrusion Alarm/Card Access System, code slips, and emergency phone listings.• Coordinates information with other communications agencies, officials and police departments.• Operates radio command post in response to critical incidents and reacts quickly and calmly in emergencies.• Applies considerable knowledge of school locations and surrounding areas; of rules, regulations and procedures for dispatching and controlling work; of methods and practices of operating communications equipment.• Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 01/20/20 LM; BOARD APPROVED: 01/28/20; REVISED PAY GRADE, ER, 09/19/23 PT;
BOARD APPROVED: 09/26/23

SUPERVISOR, POLICE COMMUNICATIONS CENTER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor, Police Communications Center – PTS