



**EMERGENCY COORDINATOR I, #00293**  
**(Working Title: Communications Officer)**  
**\*\*\*RE-ANNOUNCEMENT\*\*\***

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. 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, Richmond, VA 23228.

**TYPE OF APPOINTMENT:** Full-time classified position with state benefits.

**DUTIES:** To provide emergency police communications by answering telephone calls and dispatching calls for service to police and security personnel and to provide maximum efficiency and effectiveness on all shifts. To assist with maintaining an accurate records management system and to ensure the safety and security of students, faculty, and staff in a professional, courteous manner. Assist students, faculty and staff and provide excellent customer service. Position will also uphold the image and respect of the department and the college. Position is required to work flexible schedules (morning, evening, night, or weekend shifts) as assigned.

**QUALIFICATIONS REQUIRED:** Considerable working knowledge of radio codes and voice communications systems. Working knowledge of statute enforcement; safety and security concepts, principles, procedures, and techniques. Working knowledge of customer service practices and principles. Working knowledge of office practices and procedures. Demonstrated skill in the use of communication equipment, alarm systems, and security camera equipment. Demonstrated ability to follow and give oral and written instructions. Demonstrated ability to react appropriately in routine and emergency situations. 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. Demonstrated ability to develop and implement communications policies and procedures. Demonstrated ability to gather and compile information, and write factual reports. Ability to work flexible schedules (morning, evening, night, or weekend shifts). Successful completion of a background investigation is also required. Graduation from high school or equivalent. Must be able to successfully complete DCJS Dispatcher certification, as well as NCIC/VCIN certification within six months from date of hire.

**QUALIFICATIONS PREFERRED:** Emergency dispatching experience in a public service oriented organization preferred. Experience in the operation of personal computers is also preferred.

**PAY BAND RANGE:** \$23,999 - \$49,255

**STARTING SALARY:** Approximate starting salary \$23,999-\$27,430, based on related full-time experience and pre-employment salary.

**APPLICATION DEADLINE:** Applications will be accepted until the position is filled.

**APPLICATION PROCESS:** In order to better serve our customers, J. Sargeant Reynolds Community College will **only** accept online applications for all state employment opportunities. JSRCC will no longer accept hand-delivered applications or applications submitted by mail, e-mail, or fax. Computers are available at the Department of Human Resource Management Career Center, public libraries, the Virginia Employment Commission, or the College's Human Resources Office. To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. Cover letters and resumes must be attached electronically to the online application.