



RUTLAND REGIONAL EMERGENCY COMMUNICATION CENTER

Serving the Towns of Barre, Hubbardston, Oakham, Rutland, and Warren

Michael C. Moriarty, Director of Communications

Full-Time Communications Dispatcher Position

November 13, 2023

The Rutland Regional Emergency Communications Center is accepting applications for Full-Time Communications Dispatcher.

The Dispatch Center is staffed with a minimum of 2-3 Public Safety Telecommunicators 24/7/365. Responsibilities will include, but not be limited to, answering emergency and non-emergency calls for Police, Fire, and EMS, and dispatching public safety personnel on a variety of calls. All applicants must be willing to work all shifts including nights, weekends, and holidays.

Minimum Qualifications

Applicants must be at least 21 years old. Excellent verbal, writing, and typing skills. A minimum of a high school diploma or any equivalent combination of education and experience. Strong computer skills, ability to multi-task, and ability work professionally under high stress conditions is required. Applicants must have a valid driver's license.

Preferred Qualifications

Previous dispatching experience in police, fire, or emergency services a plus. Certifications in CPR, First Aid, NexGen 911, CJIS, and APCO EMD, APCO PST 1 or equivalent are preferred.

Salary & Schedule

The individual selected for the Full-time Communications Dispatcher position will be required to participate in the shift bidding process. Shift bids are conducted bi-annually. The position is subject to all pertinent personnel policies, procedures, rules, and regulations; and Collective Bargaining Agreement between RRECC personnel and the Town of Rutland. This position is eligible for a complete employee benefit package as administered by the Town of Rutland. The minimum starting rate of pay shall be set at \$25.43/hour plus any differential. The incumbent will be subject to a probationary period of 12-months of active duty.

Interested candidates shall send a cover letter and resume to the Director of Communications no later than December 5, 2023.

Michael C. Moriarty
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Rutland Regional Emergency Communication Center
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The Town of Rutland is an Equality Opportunity Employer (EOE/M/F/D/V).