



City of Moore Oklahoma

Human Resources | 301 N. Broadway, Moore, OK 73160 | (405) 793-5004 | www.cityofmoore.com

VACANCY ANNOUNCEMENT*

***PENDING COUNCIL APPROVAL**

Job Title: Emergency Communications Manager

Opening Date: January 15, 2025

Closing Date: Open until filled

Salary: \$ 82,830 – 105,143 annually based on experience
Full-Time with benefits

Department: Police Department Communications Division at the Public Safety Center

JOB SUMMARY

Under general supervision, the incumbent will be responsible for overseeing the day-to-day operations and management of the Emergency Communications Division, providing dispatch and other communication support services involving police, fire, Emergency Medical Services, and other city public safety responders.

Education and Experience:

- A high school diploma, GED, or equivalent
- Six (6) years of public safety dispatch experience, including two (2) years at the level of a Dispatcher II or Lead Dispatcher.

License or Certificate (must already possess or have the ability to obtain and maintain throughout employment):

- valid Oklahoma driver's license
- Communications Officer I certification from the Association of Central Oklahoma Governments (ACOG)
- Certified Training Officer certification from the Association of Central Oklahoma Governments (ACOG)
- Emergency Medical Dispatch certification through Priority Dispatch
- Emergency Medical Dispatch-Quality Assurance certification through Priority Dispatch

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at <https://www.cityofmoore.com/departments/jobs>

NOTE: Selected applicant must pass a background investigation and drug screen.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer