



City of Harrisonburg

Computer-Aided Dispatch (CAD) and 911 Specialist (HRECC)

| | | | |
|---------------------|---|---------------------|--------------------|
| SALARY | \$23.46 - \$25.81 Hourly \$1,876.80 - \$2,064.80 Biweekly \$4,066.40 - \$4,473.73 Monthly \$48,796.80 - \$53,684.80 Annually | LOCATION | Harrisonburg, VA |
| JOB TYPE | Full-Time | JOB NUMBER | 5365 - (Sept 2023) |
| DEPARTMENT | Emergency Communications Center | OPENING DATE | 09/19/2023 |
| CLOSING DATE | 9/28/2023 5:00 PM Eastern | FLSA | Non-Exempt |

Description



Do you want a career that allows you to utilize your IT experience in an industry where your daily work will make a direct impact on public safety? If so, consider applying to the CAD and 911 Specialist position with the Harrisonburg-Rockingham Emergency Communications Center (HRECC)!

The CAD and 911 Specialist is a full-time position with benefits and a preferred hiring range of \$23.46 - \$25.81 per hour (equivalent to \$48,796 - \$53,684 annually); however, an exact offer will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy.

As the CAD and 911 Specialist, you'll perform skilled technical work in the technical planning, operation, repair, maintenance, and oversight of all elements of the Public Safety CAD technology and telephone technology, including non-emergency and administrative telephone technology. As a subject-matter expert, you'll serve as the liaison to the City of Harrisonburg and County of Rockingham Geographic Information System (GIS) Administrators, coordinate with the Virginia Department of Emergency Management (VDEM), 911, and Geospatial Services Bureau (NGS), and coordinate with members of the Technology Division Team to identify, procure, and deploy new and updated technologies for the Center. The Center operates 24/7/365 and this position is subject to emergency activation at any time.

A full list of essential job functions and the ideal candidate's knowledge, skills, and abilities for this position is available in the [class specification](#).

Minimum Qualifications

Minimum Requirements at Time of Application:

- Associate degree in information technology or related field and considerable (3-5 years) experience in public safety, public safety CAD and telephony, information technology, GIS, or similar work. An equivalent combination of

education and experience may be used to meet this requirement.

- Valid driver's license.
- Availability to primarily work dayshift with nights and weekends periodically, as business needs dictate.
- [Click here to view the physical requirements of this position.](#)

Requirement After Hire Date:

- Criminal Justice Information Services (CJIS) Security Training within six months of hire.
- National Emergency Number Association (NENA) Emergency Number Professional (ENP) Certification within three years of hire.

Preferred Qualifications (Not Required for Consideration):

- Certification in ArcGIS.
- Computer Technology Industry Association (CompTIA) A+ Certification or CompTIA Network+ Certification.

Successful applicants for this position will be subject to the following screenings and must receive satisfactory results:

- DMV Driving Record Review;
- Criminal Background Investigation, including CJIS, Virginia Criminal Information Network (VCIN), and fingerprinting;
- Personal History Statement*.

***Automatic Disqualifiers for Employment at the HRECC per State Regulations:**

- Felony conviction;
- Conviction of Class 1 or 2 misdemeanor, excluding those set forth in Title 46.2 of the Code of Virginia;
- Two or more D.U.I. offenses;
- Crimes characterized as involving moral turpitude (i.e., lying, cheating, or stealing) or gross misconduct (i.e., crimes against a person and crimes involving drugs or other controlled substances); and
- Other relevant criteria to this position.

**Please note that the list above is not all-inclusive and is subject to the State Regulations, as amended. Candidates may review [a copy of the Disqualifying Criteria online](#). (Download PDF reader)*

Supplemental Information

To Apply: In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, including previous work experience and education history, by 5:00pm EST on September 28, 2023.

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg and HRECC are Equal Opportunity Employers.

Agency

City of Harrisonburg

Address

409 South Main Street
Third Floor
Harrisonburg, Virginia, 22801

Phone

540.432.8920
540.432.7796

Website

<https://www.harrisonburgva.gov/employment>