



PROVINCETOWN

Massachusetts

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Communications Specialist/Telecommunicator

The Provincetown Police Department is seeking (1) experienced Communications Specialist/Telecommunicator for an immediate opening. Our Communications Center operates 24 hours a day, 7 days a week, and handles all emergency and non-emergency calls for Police, Fire and Rescue (EMS) services for the town. It also provides after hours call assistance for the Water, Sewer, Department of Public Works and all town buildings. Those selected act as a vital link between the citizens and visitors of Provincetown and our first responders in the field.

Qualifications: APCO Public Safety Telecommunicator 1, E-911 Certification, APCO EMD (will train), CPR and familiarity with CAD, CJIS and IMC desirable.

Benefits: \$52,811 entry level, 4 on 2 off work schedule, 14 paid holidays, 2-weeks' vacation (after 6 months), 3 personal days, 15 sick days per year, eligible for transition expense, longevity and education incentives, shift differential, sick bank, swap eligibility, Health/Dental/Vision/Life Insurance & County Retirement.

Candidates will be subjected to an extensive background check, medical evaluation with drug testing and psychological screening.

Applications are available online at <http://www.provincetown-ma.gov>

Your completed cover letter, application and resume should be submitted to the Human Resource Manager's Office, 260 Commercial Street, Provincetown, MA 02657. The positions will remain open until filled. Deadline for initial consideration is **January 29, 2021 at 11:00 am**. Specific inquiries regarding the application process may be addressed to our Executive Administrative Assistant Paige Perry at (508)487-1212 or by email to pperry@provincetown-ma.gov

The Town of Provincetown is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal antidiscrimination laws.

Charles Sumner, Interim Town Manager

Posted: Provincetown Town Buildings, Banner, <http://www.provincetown-ma.gov>, Indeed, Town Facebook, Linked in,
Date: January 14 & 21, 2021

260 Commercial Street, Provincetown, MA 02657
508-487-7000 ext. 525