



Human Resources Management Department
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(510) 620-6602
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(510) 620-6610

EMPLOYMENT OPPORTUNITIES OPEN / CONTINUOUS

COMMUNICATIONS DISPATCHER I

Salary: \$3,931 - 4,609/per month

Dispatchers work in the Communication Center of the Richmond Police Department receiving emergency calls, complaints and inquiries from the public; evaluating this information to determine jurisdiction and equipment to be dispatched; and dispatching police, fire and other public safety units to the scene of the situation. Shift work on Saturday, Sunday and holidays are normal working conditions of this job. A 5% salary differential is paid for the 4:00 p.m. to Midnight, and 7.5% for the Midnight to 8:00 a.m. shifts.

Because of the sensitivity of the dispatcher position, applicants must be emotionally stable and mature, and have a satisfactory record as a law abiding citizen. Final candidates for the position will be required to take a polygraph examination and undergo a background investigation. Excessive alcohol usage, drug abuse, a poor work record or any falsification of employment information are grounds for disqualification from employment consideration.

Requirements: Persons hired in this position receive on-the-job training in the techniques and methods of radio dispatching involving police and fire safety operations.

Ability to: Speak clearly and concisely in English; interpret instructions, reference materials and written guidelines relating to dispatching duties; type 30 net words per minute; react quickly and calmly in emergency situations; and follow directives from supervisors.

Physical Qualification: Incumbents must have excellent hearing.

Certification Requirement: Incumbents in this classification are required to pass a P.O.S.T. certified, 80-hour Basic Complaint Dispatcher course within one (1) year of appointment. This is a condition of continued employment and failure to do so will result in termination.

Typing Certificate: Each applicant must submit with their application a typing certificate. The certificate must specify qualification on an electric typewriter/computer of at least 30 net w.p.m., with no more than 15 errors. Only certificates from a public agency, school/training center or employment agency [issued within six (6) months of application] will be accepted. Each certificate must include the following: name of the school, agency or institution conducting the testing; the equipment used (typewriter/computer); the gross and net number of words, and the number of errors; the signature of the individual responsible for the testing; and the testing date.

COMMUNICATIONS DISPATCHER II

Salary: \$4,714- 5,592per month

Requirements: Persons hired in this position function at the level of a fully qualified dispatcher of emergency public safety personnel and equipment, and are responsible for the operation of a variety of voice and print-out communications equipment to receive and transmit messages and information. Incumbents handle emergency situations requiring independent judgment as to the correct course of action where unprecedented situations may arise.

Skill in: Accurately dispatching public safety equipment in a coordinated manner; analyzing verbal information and deciding best course of action; interpreting instructions, reference materials and written guidelines relating to dispatching duties.

Ability to: Use good judgment as to when to act independently and when to refer situations to a higher authority; react quickly, efficiently and calmly in emergency situations, speak clearly and concisely in English; prepare records and perform data entry into an automated system, and understand and utilize geographical information; and type a minimum of 30 net words per minute.

Experience: One (1) year of full time training or experience performing duties which would demonstrate the possession of the above skills and abilities indicated above.

Physical Qualification: Incumbents must have excellent hearing.



Certification Requirement: Successful completion of a P.O.S.T. certified 80-hour Basic Complaint Dispatcher course and a possession of a certificate from the P.O.S.T. equivalency examination at the time of application.

Typing Certificate: Each applicant must submit with their application a typing certificate. The certificate must specify qualification on an electric typewriter/computer of at least 30 net w.p.m., with no more than 15 errors. Only certificates from a public agency, school/training center or employment agency [issued within six (6) months of application] will be accepted. Each certificate must include the following: name of the school, agency or institution conducting the testing; the equipment used (typewriter/computer); the gross and net number of words, and the number of errors; the signature of the individual responsible for the testing; and the testing date.

SUCCESSFUL CANDIDATES WILL BE SUBJECT TO A BACKGROUND INVESTIGATION, POLYGRAPH & MEDICAL EXAMINATION PRIOR TO A JOB OFFER.

POLICE CADET

Salary: \$11.53 – 14.16/per hour
(part-time position)

A Police Cadet performs a wide variety of support and administrative duties in a learning capacity, and assists and observes Police Officers and other general employees. Incumbents learn and gain additional qualifications in preparation for a career in law enforcement.

Requirements: Current high school enrollment with status as a senior, OR high school graduate or the equivalent, *and* current enrollment in good standing at a college or university. Applicants must indicate on the Employment Application current enrollment status (i.e.; high school senior, college freshman, etc. and the school/college presently attending). In addition, incumbent must possess a valid California Driver's License and a satisfactory record.

Ability to: Learn the organization, procedures and operating details of a law enforcement agency; learn to perform a full range of specialized police and public safety technical tasks under minimal supervision; learn to correctly interpret and apply the laws, codes policies and procedures related to the processing of law enforcement automated information and records management systems; maintain accurate records and files; operate a variety of office equipment including a computer terminal; type clearly and accurately at rate of 45 net words per minute with no more than 15 errors on an electric typewriter/computer; work courteously with the public, other law enforcement agencies and departmental staff; understand and carry out written and oral directions; and communicate clearly and concisely both orally and in writing.

Physical Qualifications: Incumbents must have uncorrected 20/100 in each eye, corrected to 20/30 in each eye. Normal color vision. Normal hearing.

Physical Agility Test: Test will measure physical abilities necessary to do the work. Candidates must satisfactorily complete and receive a qualifying time on each exercise in order to pass.

Candidates who pass each phase of the examination must then pass a polygraph exam and thorough background investigation. Qualified candidates may then be given a conditional job offer pending psychological and medical evaluation.

PARATRANSIT DRIVER

Salary: \$2,450 – 2,978/per month

Paratransit Drivers drive a City Paratransit van, providing passenger assistance and delivery service to designated locations in a safe and efficient manner in the West Contra Costa County areas. They assist disabled and elderly passengers in getting from door-to-door, loading and unloading wheelchairs and pushing wheelchairs up and down ramps that requires manual strength.

Paratransit Drivers ensure that seat belts are fastened and passengers are seated safely. Additionally, Paratransit Drivers perform clerical functions that include keeping a daily trip log, and they inspect the general condition of the vehicle and report any maintenance needs. They may also be required to administer basic first aid as required.

MINIMUM QUALIFICATIONS

Education/Experience: Equivalent to graduation from high school **AND** a minimum of six (6) months of driving experience involving the transport of passengers and public contact.



Experience with the disabled and/or elderly clients is preferred.

Knowledge of: The California Motor Vehicle Code; West Contra Costa County geography.

Skill in: The operation of a van or similar large passenger vehicle.

Ability to: Keep accurate records; deal effectively with the public, including special groups, such as the elderly and disabled; understand and follow oral and written directions; work along with a minimum of direct supervision; read a map and locate addresses; do manual work required to push wheelchairs and load and unload passengers, perform first aid or resuscitation procedures.

License Required: Possession of a valid Class "B" California Driver's License **AND** a satisfactory driving record are ongoing requirements for this position. **Must submit a DMV H-6 Report with application. Applications received without the DMV H-6 Report will be considered incomplete. PLEASE NOTE: The DMV H-6 Report differs from the standard DMV print-out, therefore specify DMV H-6 Report from the Department of Motor Vehicles.**

Certification: Achievement of C.P.R. Certification within six (6) months of date of hire.

SUPPLEMENTAL QUALIFICATIONS APPRAISAL QUESTIONNAIRE:

NOTE: PLEASE BE SPECIFIC IN YOUR RESPONSES, GIVING EXAMPLES WHERE NECESSARY. PLEASE LIMIT YOUR RESPONSES TO ONE PAGE PER QUESTION.

1. Please describe your experience transporting both elderly and disabled passengers, utilizing a general public (not private) vehicle or similar vehicle.
2. Please describe your experience conducting pre-trip and post-trip inspections of vehicles. What did the inspections include?
3. Please describe your experience completing a vehicle condition report. What did the report include?
4. For Paratransit Drivers, passenger management is extremely important. Please tell us what you think passenger management means and provide at least two examples of your own experience managing your passengers.
5. Please describe your experience operating a mobile radio unit and adhering to the National Association of Public Communication Officers (NAPCO) Ten Signals procedures. Please list at least three of the signals you have used.
6. Please describe your experience utilizing a Thomas Guide and/or other map reading material. Please be specific in describing your experience (such as the purpose/reason you used the Thomas Guide or map reading material).

LIBRARY PAGE I/II

Salary I: \$9.90 - \$10.87/per hour
Salary II: \$14.37 - \$15.85/per hour
(part-time position)

Under close supervision, performs manual and clerical work in the library and does related work as required. Library Page I works under close supervision and performs a limited variety of tasks requiring common abilities that can be learned during a short orientation on the job. Library Page II works without close supervision once new tasks are learned and will be expected to perform a wider variety of library tasks.

Library Page I pages books, periodicals and media from shelves and files; sorts, shelves and returns books, periodicals and other Library materials according to an established system; clears books from tables and maintains good order in reading rooms; performs messenger and delivery service on foot or through the use of a City vehicle; packs and unpacks books; and assists in the preparation of library displays, as needed.

Library Page II performs the duties of the Library Page I; performs routine typing and inputs entries into computer systems, as needed.



MINIMUM QUALIFICATIONS

Library Page I:

Ability to: Arrange materials in numerical and alphabetical order quickly and accurately, follow written and oral directions, lift boxes of books up to fifty (50) pounds, and report to work on time and on days assigned.

Library Page II:

Experience: Seven hundred (700) hours of related library experience.

Ability to: Arrange materials in numerical and alphabetical order quickly and accurately; follow written and oral directions; lift boxes of books up to fifty (50) pounds; report to work on time and on days assigned; work without supervision; and learn to perform a variety of routine tasks in an independent manner.

Knowledge of: Typewriter and computer keyboard.

License: Possession of or the ability to obtain prior to appointment a valid California Driver’s License and maintain a good driving record.

LIBRARY AIDE

**Salary: \$15.14 – \$16.71/per hour
(part-time position)**

Under close supervision, performs a variety of clerical and manual tasks, including working on the Circulation Desk in the Library, performing the usual tasks of Library Page I/II and related work as required.

Library Aide assists at the Circulation desk by checking library materials in and out; registering new patrons; sorting books; collecting monies for library fines, lost material and items for sale; performs routine typing and computer inputting; provides assistance to the clerical and professional staff in special assignments; pages books, periodicals and media from shelves and files; sorts, shelves and returns books, periodicals and other library materials according to an establish system; clears books from tables and maintains good order in reading rooms; performs messenger and delivery service on foot or through the use of a City vehicle; and packs and unpacks books.

MINIMUM QUALIFICATIONS

Knowledge of: Typewriter and computer keyboard.

Ability to: Deal effectively with the public and Library staff; use an automated check in and out system; and perform simple math computations.

License: Possession of or the ability to obtain prior to appointment a valid California Driver’s License with a good driving record, depending on assignment.

PUBLIC SERVICES SUPPORT LIBRARIAN

**Salary: \$23.26 – \$27.70/per hour
(part-time, on-call position)**

Under general supervision, provides library and information services to the public; assists with the implementation of programs and activities; assists in the operations of library facilities; and does other related work and projects as required. Incumbents are responsible for performing general professional library work in the areas of reference, information and referral, and outreach and public relations activities in the children’s and adult sections.



MINIMUM QUALIFICATIONS

General Knowledge of: The principles and practices of librarianship including cataloging, bibliography, reference, children’s and outreach services.

Ability to: Communicate effectively, including the ability to explain decisions, services, procedures and practices of the library system to individuals with differing backgrounds and interest; present ideas and written materials in a clear, concise and accurate manner; perform reference and information referral effectively with members of all age groups; establish and maintain effective cooperative relationships with the public and with other staff, departments and City personnel; provide courteous and efficient service to the public.

Education and Experience: Any combination of experience and training equivalent to completion of a Master’s Degree in Library Science from an accredited library school.

License: May require possession of a valid California Driver’s License or access to another reliable form of personal transportation.

FOR ALL POSITIONS

To Apply: Candidates who are unable to visit the Human Resources Management Department to pick up an Employment Application package may obtain one by providing a stamped, self-addressed envelope with first class postage. (Please note: The City of Richmond will not accept responsibility for postage handling.)

Immigration Reform Act: In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by the City of Richmond will be required to show documentation as proof of authorization to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.

Non-Discrimination Policy: The City’s policy prohibits discrimination against any applicant on the basis of race, color, age, physical or mental disability, religion, creed, sex, sexual orientation or national origin.

EOE/AA/ADA/DRUG-FREE WORKPLACE

01-01-07 Open/Continuous