



TOWN OF ST. JOHNSBURY

Town Manager's Office
51 Depot Square, Suite 3
St. Johnsbury, VT 05819
802-748-3926
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Town Clerk 802-748-4331
Dispatch 802-748-2314
Police 802-748-2314
Fire 802-748-8925
Public Works 802-748-4408
Assessor Office 802-748-4272

Dispatch Operations Manager

The Town of St. Johnsbury is seeking a full time Dispatch Operations Manager. Nestled in the Northeast Kingdom of Vermont, St. Johnsbury has been named the best small town for outdoor adventure by National Geographic Adventure. St. Johnsbury offers outdoor recreation, community involvement, clean air, and open spaces. Serving a population of about 25,000 people, St. Johnsbury Emergency Dispatch Center handles phone calls and incidents for 11 Fire Departments, 1 Police Department and 2 Ambulance Services.

Duties of the Dispatch Operations Manager include, but are not limited to, supervision of the Dispatch Center including management of dispatch contracts, hiring, scheduling and training of employees, insures department compliance and maintains complete and accurate documentation. This position oversees the dispatch budget and applies for, receives and coordinates any grants that assist the Dispatch Center.

The candidate should possess strong work ethic, the ability to multi-task, attention to detail and ability to work both independently and as a team. Candidates must be able to effectively communicate both orally and in writing and be proficient with using a computer.

Applicants must have a high school diploma or equivalent, a valid driver's license and pass a criminal background check. Previous experience in emergency services or public safety and management is required.

This is a salaried position within the Dispatch Center. The Dispatch Operations Manager is a management position which is non-union and is supervised by the Chief of Police. This position requires working a variety of shifts including nights, holidays and weekends as needed. Full time employment offers a generous benefit package including health, dental, life, short-term disability insurance, membership in the Vermont Municipal Employees Retirement System and 457 plans, as well as paid personal days, vacation time and sick time benefits.

Please submit a letter of interest and resume via email or mail to:

rwaterhouse@stjvt.com

Rachel Waterhouse

Town of St. Johnsbury

51 Depot Square

St. Johnsbury, VT 05819

The Town of St. Johnsbury is an Equal Opportunity Employer