



# TOWN OF ST. JOHNSBURY

Town Manager's Office  
51 Depot Square, Suite 3  
St. Johnsbury, VT 05819  
802-748-3926  
[www.stjvt.com](http://www.stjvt.com)

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

## St. Johnsbury Emergency Dispatcher

The Town of St. Johnsbury is seeking a full time Emergency Dispatcher. 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 Dispatchers handle phone calls and incidents for 11 Fire Departments, 1 Police Department and 2 Ambulance Services.

Duties include, but are not limited to, answering emergency calls, and assisting law enforcement and emergency personnel in responding to calls for assistance by dispatching emergency responders, providing geographical and incidental information to responding units, and maintaining complete and accurate documentation. 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. This position requires working a variety of shifts including nights, holidays and weekends. Starting rate of pay for this position is \$19.19 an hour and is based on a Union contract. 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.

Previous experience in emergency services or public safety is desirable but willing to train the right applicant.

Please submit a letter of interest and resume via email or mail to:  
[rwaterhouse@stjvt.com](mailto: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