



TOWN OF ST. JOHNSBURY

Town Manager's Office
51 Depot Square, Suite 3
St. Johnsbury, VT 05819
802-748-3926
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

Dispatch Supervisor

The Town of St. Johnsbury is seeking a Dispatch Supervisor to oversee the daily operations of the Dispatch Communications Center. The St. Johnsbury Dispatch Communications Center provides 24-hour emergency dispatch services for 11 Fire Departments, 1 Police Department, and 2 Ambulance Services.

This position is responsible for overseeing the daily operations of the St. Johnsbury Dispatch Center. The role involves supervising dispatch personnel, ensuring emergency and non-emergency calls are handled efficiently and effectively, and coordinating the timely dispatch of Police, Fire, and EMS services. The supervisor provides guidance and training to staff, maintains compliance with department policies and procedures, manages scheduling and shift coverage, and supports dispatchers during high-priority situations or critical incidents to ensure effective communication and response.

Qualifications:

- High school diploma or GED. A college degree in a related field is preferred.
- Three (3) years minimum experience in emergency communications, dispatch, or public safety operations. Prior supervisory or leadership experience preferred.
- Strong communication, decision-making, and organizational skills.
- Ability to work in a fast-paced environment and handle stressful situations with professionalism and integrity.
- Ability to pass a comprehensive background investigation.

This position requires working a variety of shifts, including nights, holidays, and weekends. The minimum starting rate of pay for this position is \$29.68 per hour; the hourly wage is based on the current union contract and experience. Full-time employment offers a generous benefit package, including health, dental, and life insurance; short-term disability insurance; membership in the Vermont Municipal Employees Retirement System and 457 plans; and paid personal days, vacation time, and sick time.

To apply, please submit a letter of interest along with a resume via mail or email to:

Town of St. Johnsbury
Attn: Rachel Waterhouse
51 Depot Square
St. Johnsbury, VT 05819
rwaterhouse@stjvt.com

The Town of St. Johnsbury is an Equal Opportunity Employer.