



“ANSWER THE CALL”

San Marcos Police Department Communications

The City of San Marcos is the hub of Hays County and was ranked as the fastest growing city in the U.S. by the Census Bureau in 2013. San Marcos is the home to the fifth largest university in the state, Texas State University with 40,000 students and growing. With the phenomenal growth in the area, we are continuously looking to add to our expanding team at the San Marcos Police Department.

The SMPD Communications Department coordinates and performs a variety of dispatch functions on behalf of the City's 9-1-1 Communications Center;

- Receives 9-1-1 and non-emergency calls
- Dispatches appropriate Fire, EMS and Police units to all areas within the city and surrounding areas
- Maintains communication with callers and response personnel, as well as providing pre-arrival instructions for fire, police and medical calls.
- Prepares and maintains emergency communication records
- Operates and maintains various types of communications equipment

TCO Grade/Pay Scale

Positions	Min	Max
Communications Manager	\$26.93	\$40.40
911 Shift Supervisor	\$23.13	\$33.24
LEAD/CTO	\$19.98	\$28.71
TCO	\$19.50	\$27.35

We are searching for candidates who strive to provide quality customer service in a fast paced work environment where multi-tasking is key!



San Marcos Human Resources
 PH: 512-393-8000
 Fax: 855-759-2841
 630 E. Hopkins St.
 San Marcos, Tx. 78666
 Sanmarcostx.gov

Benefits

- Tuition Reimbursement
- Medical and Dental Coverage
- 120hrs paid vacation per year
- 120hrs paid sick leave per year
- Twelve paid holidays per year
- TMRS (7% with a 2:1 match)
- Employer paid life Coverage
- Employer paid Accidental Death and Dismemberment
- Optional Life Insurance
- Long term disability
- Sick leave pool
- Longevity pay after 1 year
- Deferred compensation-457 plan
- Homebuyers Incentive Program

Requirements

AGE: Minimum 18 years of age

EDUCATION:

High School graduate or a GED certificate

DRIVERS LICENSE:

Valid driving license with acceptable driving record

EXPERIENCE:

One year experience in either dispatch or closely related experience in fields such as customer service call centers, administrative support is required.

SKILLS:

Skills test including an acceptable working knowledge of computers, data entry with an emphasis on accuracy and speed