

Job Opportunity

Police Dispatcher (Part-time/Permanent)

Our civilian dispatch personnel are a key part of the Summerside Police Services team and play an essential role in supporting public safety within the City of Summerside. Reporting directly to the Shift Supervisor, applicants must be able to maintain a calm and professional demeanor during high-stress situations, demonstrate strong oral and written communication skills, and follow directions from members of the service.

Reporting to: Shift Supervisor

Key Responsibilities:

- Answer calls from the public, including emergency and 911 calls for police and fire services.
- Dispatch police and fire personnel to calls for service as required.
- Immediately relay complaint information to the Shift Supervisor.
- Contact outside agencies and individuals to arrange or cancel appointments and relay information to patrolling members.
- Liaise with other units within the police service, partner organizations, and other municipal departments for support and coordination when needed.
- Perform other related duties as assigned.

Qualifications and Competencies:

- Minimum Grade 12 education required; post-secondary education considered an asset.
 - Must be able to work under extreme pressure, pass all security screening requirements, and work shift work.
 - Experience in public safety dispatching or working within an emergency service environment is an asset.
 - Bilingual abilities are considered an asset.
 - Experience using or training in **PROS**, **CPIC**, and **DVS** is an asset.
 - **Please note:** Required and additional training will be provided to the successful applicant.
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Hours:

- Minimum 30 hours per week (working primarily 12-hour day and night shifts)
- This position does not have a fixed schedule; shifts are assigned by management.




- The successful applicant may be called in on short notice to cover full or partial shifts for other dispatchers.

Rate of pay: \$32.96 per hour

How to Apply:

Submit a confidential cover letter and resume outlining your qualifications and interest. Please include "Police Dispatcher" in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Wednesday, April 15th at **1:00 PM (AST)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.