



<b>Position Title</b> Communication Specialist	<b>Status</b> Full time – Non-Exempt
<b>Reports To</b> Captain (Police Department)	<b>Minimum Education</b> High School or GED
<b>Supervises</b> N/A	<b>Effective Date</b> January 1, 2021

**PURPOSE:**

The Communication Specialist is responsible for serving the township as the first line of communication for public safety-related emergencies and non-emergencies.

**SCOPE:**

The employee serves as the first point of contact and first impression of Bath Township for public safety-related emergencies and non-emergencies. This position requires excellent organization and analytical skills.

**ESSENTIAL ROLES & RESPONSIBILITIES**

May include, but not limited to, the following duties:

- Receives and responds to telephone calls, both emergency and non-emergency;
- Receives walk-in questions or complaints;
- Receives and transmits radio communications;
- Operates L.E.A.D.S. and other equipment;
- Maintains records that pertain to communication;
- Monitors electronic and video equipment;
- Monitors alarms that are located in the Communications center;
- Performs other duties as directed.

**CRITICAL SKILLS**

The employee must demonstrate the ability to:

- Process electronic data,
- Learn critical software essential to the job roles,
- Handle stressful situations and emergencies,
- Acquire some knowledge in basic accounting principles,
- Understand and follow oral and written instructions,
- Report for duty dependably and punctually,
- Communicate effectively both orally and in writing,
- Handle confidential information,
- Deal effectively with the public,
- Work with and serves the community in a professional and ethical manner,
- Ability to multi-task.

**QUALIFICATIONS**

The employee must meet the minimum qualifications:

- 18 years or older
- High School Diploma or GED
- Valid driver’s license
- \*Ability to obtain L.E.A.D.S., C.C.H., and EMD certification within one year of employment



<b>Position Title</b> Communication Specialist	<b>Status</b> Full time – Non-Exempt
<b>Reports To</b> Captain (Police Department)	<b>Minimum Education</b> High School or GED
<b>Supervises</b> N/A	<b>Effective Date</b> January 1, 2021

**PHYSICAL/MENTAL**

To perform essential job functions, the employee is required to talk, hear, use hands, sit for significant periods of time, occasionally lift or move objects up to 25 pounds, read and distinguish colors on documents. Examples of other physical functions may include, but are not limited to:

- Ability to remain alert and watchful during assigned duty hours;
- Ability to comprehend and respond to discussions involving groups and one-on-one discussions;
- Ability to adjust to various shift assignments.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee may encounter while performing essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. The work environment involves work performance in primarily an indoor office setting.

**EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that this is an accurate and fair description of my position. The job description is meant as a summary of the primarily responsibilities of the position. The Board of Trustees, Chief of Police or Captain, reserve the right to assign or reassign duties and responsibilities at any time as needed.

The job description does not constitute an employment agreement between the employee and employer.

---

Employee Signature

Printed Name

Date

---

Witness Signature

Printed Name

Date