



CITY OF WILDWOOD

JOB POSTING

Applications are **ONLY** accepted for positions that are currently open. A separate application must be submitted for each position for which you apply. Applications are active for ninety (90) days; six (6) months for Police Department.

INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

OPEN POSITION: Communications Officer

PAY CLASSIFICATION: T1 – 2 (\$13.51/HR MINIMUM)

DEPARTMENT: Police Department (Dispatch)

CLOSING DATE: **Open until Filled**

Position will dispatch police service, fire service and emergency medical service assignments and other official messages via the police radio, fire radio and emergency medical services radio. Individual must have the ability to multitask, be computer literate and type 30 correct wpm. Knowledge of geographical features and common landmarks would be an asset. This person must have the capability to retain pertinent information as well as the ability to repeat instructions precisely and clearly. Flexibility with schedules such as shift changes, holidays and week-ends is necessary. A complete job description is available upon request from Human Resources.

High school diploma or general education degree (GED) equivalency. Previous Dispatch experience preferred. Candidate must possess and maintain a Valid Florida Driver's License throughout employment.

Applications are available via the website www.wildwood-fl.gov, or at City Hall. Any questions can be directed to Diane Gibson Smith in HR (352) 330-1340 or via email at dgibsonsmith@wildwood-fl.gov. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. EEO/AA/V/H/M/F/Drug Free Workplace.

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