GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 19-010014

☒ **Open to All Qualified Applicants**

☐ **Open Only to Current GPSTC Employees**

POSTED: 02/25/2019 **DEADLINE:** 03/15/2019

JOB TITLE: **Public Safety, Trainer 3 (911 Communications/Dispatch)** ☒ **Full-Time** ☐ **Part-Time**

Salary Range: **$47,244 - $53,452 / year ($3,937-$4,454/month) ***

*Actual salary commensurate with certifications & experience offered by candidate.

Description of Duties & Responsibilities: Under limited supervision, serves as an instructor for public safety training in various 911 Communications/Dispatch related training topics. Participates in needs assessment, research, design and evaluation of statewide public safety training programs. Demonstrates teamwork and high degree of customer service.

Minimum Qualifications: Eighteen months of work experience as a full-time instructor of 911 Communications/Dispatch related topics OR four years of recent work experience in 911 Communications/Dispatch of which three years involved providing diversified training development and delivery applicable to 911 Communications/Dispatch as an adjunct instructor on special assignment, in addition to the regular public safety duties.

Special Qualifications: Must have excellent writing, research, and computer skills. Must be able to perform research in a variety of mediums and develop lesson plans. Must possess strong interpersonal communication skills and have the ability to teach complex topics in a clear, concise and easily understandable manner.

Required Certifications: Currently holds certifications as a Georgia P.O.S.T. General Instructor and as a Georgia P.O.S.T. Communications Officer.

Other Remarks: Selected candidate subject to criminal records background and drug screening clearance.

To Apply: Submit required application and supplemental documents to Human Resources – GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, or email application packet to employment@gpstc.org OR fax to (478) 993-4229 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

Application Requirements:

- State of Georgia Application for Employment (completed & signed)
- Copy of P.O.S.T. Officer Profile Report reflecting certifications, employment & training record
- Resume (Optional to those providing sufficient detail in application to describe duties performed in current/past employment.)
- Copy of DD214 (as applicable)

Initial screening: Submitted application & documents will be reviewed to determine those applicants selected for interview appointment.

Link to Job Application: www.gpstc.org/careers

GPSTC is an Equal Opportunity Employer.