



# Career Opportunity:

## COMMUNICATIONS & RECORDS MANAGER



### NEW SUPERVISORY POSITION!

Reporting to the Chief of Police, the Communications & Records Manager is responsible for the supervisory oversight, leadership, planning and operations of the Communications and Records sections of the Department of Police.

Since 1988, the Englewood Police Department has operated a multi-jurisdictional public safety dispatch center, and currently provides dispatch services to five police and five fire/EMS agencies and their respective communities.

This position will directly supervise eleven (11) public safety dispatchers.



### HIGHLIGHTS: COMPENSATION & BENEFITS

- 2024 Base Salary: \$65,852.80 - \$84,115.20/year
- Accrued paid leave begins from date of hire: vacation, compensatory and sick (no sick leave accumulation cap)
- 10 paid holidays & 24 hours paid personal leave annually
- Excellent health and dental insurance benefits
- Tuition reimbursement
- Check out more at [www.Englewood.oh.us/jobs](http://www.Englewood.oh.us/jobs)

### APPLICATION & SELECTION PROCESS

- Scan the QR Code or visit [www.Englewood.oh.us/jobs](http://www.Englewood.oh.us/jobs) to read the qualifications and essential functions for this supervisory position.
- Submit a completed City of Englewood application, resume and cover letter by **4:30 p.m. EST on Monday, March 11, 2024.**
- Oral interview(s)
- Thorough background investigation, including criminal history check
- Successful completion of truth verification and psychological evaluation
- Post-employment offer medical examination and drug screen



**QUESTIONS? - Contact Kerry Norman at 937-771-6317 or [employment@englewood.oh.us](mailto:employment@englewood.oh.us)**

Equal Opportunity Employer - Women, minorities and other qualified individuals are encouraged to apply.