



# Town of Boxford Massachusetts

## **Full Time Communications Center Dispatcher**

The Town of Boxford has an opening for the position of **Full Time Dispatcher** in our Communications Center.

This position requires processing incoming and outgoing emergency and non-emergency telephone calls for the Town of Boxford Police Department, Fire Department, Department of Public Works, and Animal Control Department. This position involves dispatching and coordinating radio communications with the Police Department, other law enforcement agencies, Fire Department, and other public safety agencies ensuring agency policy, procedures, and goals are met. All Dispatchers are required to maintain all certifications to remain a certified dispatcher in the Commonwealth of Massachusetts.

This position is 40 hours per week Sunday through Thursday, 3pm to 11pm. There is also the opportunity to work fill-in shifts to cover vacation and sick time for other employees. Availability to work extra hours on all three (3) shifts (11pm to 7am, 7am to 3pm, and 3pm to 11pm), is preferred including the ability to work Holidays. Candidate must be able to work in a public safety environment, be an effective communicator, and have excellent multi-tasking skills.

This position is a union position within the Boxford Communications Dispatchers Association. Per the collective bargaining agreement, this position is categorized as a “Step 1”. Rate of pay is \$20 per hour during training, \$24.61 per hour plus shift differential (upon completion of training).

A full description of the position may be found on our [website](#). An electronic version of the [Town of Boxford Application for Employment](#) may also be found on the Town’s website.

A resume, cover letter, and completed Town of Boxford Application for Employment must be submitted to Warren Gould – Director of Communications, Town of Boxford Communications Department, 285 Ipswich Road, Boxford, MA 01921, [wgould@town.boxford.ma.us](mailto:wgould@town.boxford.ma.us) by January 30, 2024.