

# Saginaw County 9-1-1 Communications Center Authority

618 Cass Street • Saginaw, MI 48602 • (989) 797-4590 • Fax (989) 790-5288

---

## Now Hiring: Supervisor – Saginaw County 9-1-1 Central Dispatch

---

**Job Title:** Supervisor

**Organization:** Saginaw County 9-1-1 Central Dispatch

**Location:** Saginaw, Michigan

**Employment Type:** Full-Time, Union

**Salary:** Starts at \$33.13/hour and progresses to \$38.76/hour

**Application Deadline:** May 30, 2025

---

### Position Overview:

Are you a skilled communicator and natural leader with operational knowledge and a strong background in emergency communications? Saginaw County 9-1-1 Central Dispatch is seeking a driven, experienced, and compassionate individual to take the next step in their career as a supervisor. As a supervisor, you will serve as a pivotal team leader by managing daily dispatch operations, coaching and motivating staff, and ensuring the highest standards of emergency communication are met. You'll work alongside dedicated professionals who share your drive for excellence and service.

---

### Key Responsibilities:

- Lead and guide a team of dispatch professionals
  - Direct and coordinate dispatch operations
  - Evaluate performance and provide coaching and feedback
  - Ensure compliance with established protocols, policies and procedures
  - Scheduling shifts and ensuring full operational coverage
  - Promote a positive and professional workplace culture
- 

### Minimum Qualifications

- **Experience:** At least 2 years as a 911 Dispatcher
- **Education:** High school diploma or GED required
- Completion of Module 1 & 2 Telecommunicator Training Courses
- Must attain CTO certification within 12 months of hire
- Ability to work nights, holidays, weekends, and overtime
- Strong communication, leadership, and interpersonal skills
- Must pass a drug screening, physical, and extensive background check

**Preferred Qualifications:**

- NENA Center Manager or APCO ENP Certification
  - MMRMA FOIA Training
  - DeWolf CTO Course
  - SNC-approved leadership training
  - Knowledge of Saginaw County's geography and jurisdictions
- 

**Core Competencies:**

- Clear and effective verbal communication
  - Proficiency in emergency dispatch operations
  - Strong decision-making and problem-solving skills
  - Ability to mentor and train staff
  - Excellent time management and organizational skills
- 

**Benefits:**

- Health, Dental, and Vision Insurance
  - Retiree Health Care for Employee & Spouse
  - Employer-Matched Retirement Plan
  - Life Insurance
  - Disability Insurance
  - Paid Time Off and Holiday Pay
  - Employee Assistance Program (EAP)
  - Professional Development Opportunities
- 

**How to Apply:**

Submit your resume and letter of interest by **May 30, 2025, at 4:00 PM** via:

- **Email:** 911@saginawcounty.com
  - **By Mail:**  
ATTN: 9-1-1 Director  
Saginaw County 9-1-1 Central Dispatch  
618 Cass St, Saginaw, MI 48602
- 

**Saginaw County 911 Central Dispatch is an Equal Opportunity Employer.**