



City of Moore

VACANCY ANNOUNCEMENT

Job Title:	Communications Officer Training Coordinator
Open Date:	May 26, 2026
Closing Date:	Open until filled
Pay Rate:	\$54,671 – 71,073 annually (depending on experience)
Job Type:	Full-time with benefits
Department:	Communications/Dispatch at the Public Safety Center

JOB SUMMARY

The Communications Officer Training Coordinator plans, organizes, and coordinates dispatch orientation and training, including all tasks associated with emergency response. Such training includes answering emergency and non-emergency calls, providing life-saving instructions to callers, responding to and dispatching public safety personnel (police, fire, and medical), and responding to general requests for assistance and information from the public. The Coordinator will maintain critical records for the administration of the training program.

EDUCATION & EXPERIENCE

- High school diploma or GED required
- Four (4) years of public safety dispatch experience, including two (2) years in a training or leadership role.
- Must possess, or be able to obtain, a valid Oklahoma Driver's license

ADDITIONAL REQUIREMENTS

- ✓ Applicants must be available to work a variety of shifts and overtime to train new hires
- ✓ Possession of, or ability to obtain, a valid Oklahoma driver's license
- ✓ Possession of, or ability to obtain, Communications Officer I certification from the Association of Public Safety Communications Officials (APCO), the National Emergency Number Association (NENA), or an equivalent certifying organization
- ✓ Possession of, or ability to obtain, Certified Training Officer certification from the Association of Public Safety Communications Officials (APCO), the National Emergency Number Association (NENA), or an equivalent certifying organization
- ✓ Possession of or ability to obtain certification from OLETS (Oklahoma Law Enforcement Telecommunications System)
- ✓ Possession of or ability to obtain EMD (Emergency Medical Dispatch), EFD (Emergency Fire Dispatch), and EPD (Emergency Police Dispatch) Certification through Priority Dispatch
- ✓ Possession of or ability to obtain EMD-Q (Emergency Medical Dispatch Quality Assurance), EFD-Q (Emergency Fire Dispatch Quality Assurance), and EPD-Q (Emergency Police Dispatch Quality Assurance) Certification through Priority Dispatch

Application and additional information about this job can be found at

<https://www.cityofmoore.com/911hiring>

or by email at dispatch-hiring@cityofmoore.com

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer