

POLICE SERVICES ADMINISTRATOR

DEFINITION

To plan, organize and direct the activities of the Communications or Records section within the Police Department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to senior Police management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Police Captain.

Exercises direct supervision over assigned supervisory, professional, technical and clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for the communications or records and property section; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in communications or records and property operations.

Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for records or communication services; monitor and control expenditure.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Oversee and coordinate the design, implementation, maintenance, and administration of police communications or records and property systems, including related automated systems; coordinate with the City's information technology staff to ensure effective integration of police and other information systems.

Prepare grant applications related to law enforcement technology; administer grants and meet compliance requirements.

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Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

If assigned to Records section, serve as official Custodian of Records as related to police activities and appear in court, as required, in this capacity; ensure compliance with state and federal records reporting requirements.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

If assigned to the Communications section, principles and practices of current communications practices used in municipal law enforcement, including computer aided dispatch.

If assigned to the Records and Property section, principles and practices of current records management practices and property control used in municipal law enforcement including police records management systems.

Pertinent local, State, Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

#### Ability to:

Organize, implement and direct the records and property or communications section operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone,

and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in law enforcement support activities, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

07-08-14

11-20-10      Police Services Administrator