

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Police Planning Technician.</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>CF02</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occ. Group	<u>Public Safety Support & Security</u>

PRIMARY PURPOSE:

Performs specialized and responsible work in the supervision of the Police Department Research and Development Section.

SUPERVISION:

Receives assignments and projects from the Chief of Police or the Police Major in the administration section. Completed work is reviewed by the Major for logic and feasibility of the recommendations. Supervises a specialized staff engaged in analysis, mapping and web related functions.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises the activities of the Research and Development Section, which includes specialized study, research, planning, and data preparation.
2. Guides and directs research projects in the field of Police administration and management; evaluates proposed research projects to insure the appropriateness of accomplishing specific objectives; conducts surveys of operations, including comparative studies from other agencies for policy and continuing research projects; Prepares the budget for the Research and Development Section as well as manages the department computer leases.
3. Interprets data and makes recommendations to improve departmental operations.
4. Develops and maintains long-term goals and operational objectives relative to Research and Development.
5. Advise, assist, direct and review final monthly, quarterly and annual reports of police services, and criminal activity, as prepared by staff members. Responsible for reporting and preparing grant updates.
6. Gives presentations, both formal and informal, by oral and written methods using reports, graphs, tables and other media as required.
7. Researches and studies current literature and keeps the department informed of new concepts, theories, equipment and programs applicable to Law Enforcement
8. Designs and conducts independent research and analysis on organizational planning, manpower planning, allocations, projections, and district and beat boundaries, and makes recommendations based on research findings.
9. Responsible for new or changing system implementation projects and collaborating with other department staff and information technology professionals as part of a project team.
10. Acts as a liaison between vendors, IS staff and users to exchange information, communicate plans, troubleshoot problems and provide general support.
11. Manages departmental grants from application to closeout by coordinating grant processes with executive staff, grant managers and City officials and grantors. This includes acting as advisor to the Chief of Police on grant issues.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, practices and methods of modern planning and research techniques. Understanding and knowledge of computer technology concepts and capabilities. Understanding of geographical information as it relates to mapping. Knowledge of web media capabilities and government use of information.

Abilities

Lead and manage the operations of the Research and Development Section; development, monitor and implement department policy; effectively manage resource allocation; develop long and short term goals for the section; read, interpret and apply applicable statutes, ordinances and regulations; train, supervise, coordinate and evaluate work of subordinate staff members; work without direct supervision and make recommendations based on sound, independent judgment; prepare and present written reports in an organized manner; communicate effectively both verbally and in writing in a variety of circumstances; follow oral and written instructions; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; ability to develop and maintain Research and Development activity; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City's stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration or a related field. Plus at least three years of professional experience in a responsible administrative capacity with similar duties; Experience in Municipal and/or legislative research and analysis and a Master's Degree in a related field is preferred.

Physical Requirements

Performs bending and reaching to both ground level and overhead; ability to operate a computer keyboard and mouse.

Working Environment

Primarily indoors with heating and cooling regulated;

Licensing/Certification

Ability to obtain and maintain a valid Missouri Motor Vehicle Operator's License within the probationary period.

Miscellaneous Requirements

None required.

Last Revision: February 14, 2012

GENERAL ORDINANCE NO. 4527

Comments: Updated Abilities

Date: July10, 1995

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____