

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Police Services Administrator</u>
Sch. & Grade	<u>PAT-9</u>
Class Code	<u>BH01</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Public Safety Support & Security</u>

PRIMARY PURPOSE:

To provide quality customer service delivery to internal and external customers of the Springfield Police Department by planning, organizing, coordinating and directing the work performed by the Central Records, Property and Quartermaster units of the Springfield Police Department.

SUPERVISION:

Under the general supervision of the Support Services Division Commander. Supervises all personnel within the Records/Property/Quartermaster units.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Develops, prioritizes, distributes and evaluates the work assigned to the Central Records, Property and Quartermaster units.
2. Develops, manages and participates in project and policy design and implementation in areas that impact the section such as technological upgrades and work process design.
3. Evaluates performance of unit supervisors and immediate subordinates and recommends resolution of disciplinary problems.
4. Serves as an active member of the Police Department's Management Team by participating in policy development.
5. Participates in the employment process for section personnel. Manages the training process for section personnel. Develops training programs and participates as a trainer in department wide training functions.
6. Prepares and/or assists in developing specifications for purchases. Receives bids for new equipment and vehicles and evaluates proposals.
7. Reads, understands, and interprets laws governing the release of records, records retention, Privacy Act, etc. and ensures compliance. Interacts with the media with respect to release of police reports.
8. Prepares and maintains various records and reports such as Uniform Crime Reports and internal productivity statistics.
9. Develops, monitors and manages the section budget.
10. Utilizes computer software applications such as word processing, spreadsheet and database.
11. May serve as manager of the Support Services Division in the absence of the Commander.

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

Applicable local, state, and federal laws; applicable municipal and county court operations; legal terminology; effective interpersonal communication as well a modern leadership, motivation and management techniques; computer software applications; modern office practices; standard English usage.

Abilities

Lead and manage the operations of the Records, Property and Quartermaster units; development, monitor and implement department policy; effectively manage resource allocation; develop long and short term goals for the section; read, interpret and apply applicable statues, 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; present an overall professional image; deal effectively and courteously with associates, outside agencies, and the general public; prepare clear and comprehensive reports; 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; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a bachelor’s degree in Business Administration, Office Management or related discipline plus two years of general office experience of which at least one year has been in a supervisory capacity. Directly related work experience may be substituted for the formal education requirement on a year-for-year basis. Experience in a law enforcement environment 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 in a general office environment; may be subject to weather conditions in conjunction with fleet management responsibilities.

Licensing/Certification

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

Miscellaneous Requirements

Must be able to successfully complete a security background investigation; subject to occasional call-in based on exceptional needs of the section.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4906
Comments:	Updated Abilities	Date: June 1999

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:** _____