



POLICE CIVILIAN SUPERVISOR, ADMINISTRATIVE SERVICES

FC: PD115

PC: 836

PG: PSS

BU: 26

Created: July 2001

Revised: August 31, 2004

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, plans, organizes, and provides supervision and training to assigned staff involved in performing administrative services and programs within the Police Department, including, but not limited to: service contracts, procurement, traffic citations, signage, parking enforcement, warrants, vehicle-fleet maintenance and related police support services. May be required to handle other supervisory duties within the police department; and performs related duties as assigned.

CLASS CHARACTERISTICS

This police civilian class is the first supervisory level over sworn and civilian police personnel who have been assigned administrative services and programs within the Police Department. Incumbents are responsible for providing supervisory review and training to the support staff on multiple shifts. Incumbents are expected to exercise considerable latitude and independent judgment in the day-to-day conduct of the work. This class is distinguished from other civilian police classifications in that the former has specific responsibility for the District's Police Department administrative services and programs.

REPORTS TO

This position reports to the Police Chief or command-level officer.

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

1. Plans, organizes, and coordinates the administrative services and programs within the District's Police Department.
2. Formulates policies; reviews and implements operational procedures, policies, and work standards.
3. Plans and coordinates the activities of sworn and non-sworn police personnel involved in providing management of service contracts, procurement of supplies,

Police Civilian Supervisor, Administrative Services

Page 2

traffic management, signage, parking enforcement, warrants, vehicle-fleet maintenance and related police support functions.

4. Supervises and conducts formalized training programs of subordinates. Supervises, trains, and evaluates assigned staff. Schedules subordinates for shift coverage and time-off.
5. Obtains price quotes from vendors and prepares purchase requisitions per District requirements; facilitates and coordinates the procurement of the Department's safety equipment, office supplies, office furniture and related equipment.
6. Facilitates and coordinates the procurement of the Department's safety equipment, office supplies, office furniture and related equipment.
7. Manages and monitors selected District service contracts related to police operations.
8. Serves as liaison for the Police Department with the District's Parking Program and related enforcement.
9. Manages the Police Department's vehicle fleet and traffic and warrant sections; manages and implements maintenance schedules.
10. Monitors budget expenditures and other fiscal responsibilities of the assigned sections.
11. Prepares reports related to activities of the section; provides written and oral presentations to Department staff, District staff and the District Board of Directors.
12. Provides administrative and technical assistance to police managers and other departments within and outside the District.
13. Attends and participates in group and committee meetings.
14. Serves as liaison for the Police Department with other divisions, departments and outside agencies.
15. Responds to inquiries from other agencies and the public regarding work activities and procedures.

QUALIFICATIONS

Knowledge of:

Principles, practices, methods and techniques related to the police traffic and parking issues, warrant processing, procurement, parking programs, regulatory signs and markings, police vehicle-fleet maintenance and equipment and police portable communications equipment.

Supervisory principles and methods, including work planning, assignment coordination, training, motivation, and discipline.

Basic business computer user applications such as MS Word, Excel, PowerPoint, Word and Lotus Notes in order to input, update, retrieve and prepare computerized records and reports.

Basic mathematics skills.

Maintenance and security of confidential records and files in compliance with legal and

Peace Officer Standards and Training requirements and Public Records Act.

Skill in:

Selecting, training, motivating, evaluating, and providing leadership to assigned staff.

Setting, implementing and interpreting goals, objectives, work rules, policies, procedures, and work standards.

Analyzing problems, evaluating alternatives, and making sound and viable recommendations, including corrective action.

Ensuring the accurate maintenance, confidentiality, and control of records.

Communicating clearly and concisely, both orally and in writing.

Exercising sound independent judgment within established general policy guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of duty.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

Four (4) years of (full-time equivalent) verifiable law enforcement or emergency services experience. Supervisory or training experience is preferred.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must be able to pass a detailed background investigation prior to appointment.

Must be able to work various shifts, weekends, holidays, and overtime.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

Requires occasional lifting and moving of office supplies and equipment.