

POLICE SERVICES MANAGER

General Statement of Duties

Performs responsible supervisory and administrative duties in support of the Police Department and the Records Division.

Distinguishing Features of the Class

An employee in this job class is responsible for supervision of the, fiscal management, computer operations, special projects, and other administrative related tasks for the Police Department. The role includes delegated responsibilities for these activities from the Chief and requires strong abilities to plan, organize, and implement work plans for the unit and assigned staff. Work requires some technical knowledge of computer applications, records management in a law enforcement environment, and handling sensitive and confidential information. Work is supervised by the Police Chief and is reviewed through observation, review of assigned tasks, conferences, State audits and general effectiveness of departmental operations.

Essential Duties and Illustrative Examples of Work

Assists the management structure in the development and projection of the annual budget; monitors once approved; and makes recommendations to the Chief for changes and adjustments in the operating budget.

Works closely with staff to support purchasing processes including input in bid specifications, selection of vendors, and recommending purchases; serves as fixed asset coordinator for the department and coordinates the department's inventory with assigned supervisors.

Manages the personnel-related functions within the Police Department including ensuring compliance with state/local requirements.

Works with Chief on handling confidential and sensitive personnel matters and other law enforcement incidents.

Supervises staff in the records management functions of the department; interviews applicants, trains staff, assigns and monitors work, evaluates work.

Collects data and information for the goal setting and future planning process of the department.

Involved heavily with the management team in the development and implementation of departmental policies and procedures; responsible for developing, editing, format, and distribution on a systematic basis.

Serves as computer systems manager for the department including monitoring the network, serving as liaison to the vendors, and troubleshooting problems and answering staff questions on operations; trains employees on computer operations.

Assists in development of Policy and Procedure manual for the Department.

Serves as grant manager for the department.

Represents the Police Chief at a variety of administrative meetings, as necessary.

Performs related duties, as required.

Knowledge, Skills, and Abilities

Considerable knowledge of management and administrative policies, practices, and procedures.

Considerable knowledge of federal, state and local laws and ordinances relating to police records and personnel.

Considerable knowledge of the operational details and applications of data processing equipment.

Considerable knowledge of supervisory practices and principles.

Working knowledge of principles, practices, and procedures of law enforcement management.

Working knowledge of budgetary and fiscal operations and policies, practices, and procedures.

Ability to plan, organizes, and evaluates the work of assigned staff.

Ability to develop and maintain effective working relationships with departmental staff, vendors, other departments, employees, and the general public.

Ability to prioritize work and establish and meet required deadlines.

Ability to perform a variety of administrative tasks independently and manages multiple priorities.

Ability to effectively communicate in oral and written forms.

Working Conditions and Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, take transcription, operate a computer terminal, and do extensive reading for research projects.

Desirable Education and Experience

Graduation from a two year college or university with a major in business and considerable

experience in an administrative support capacity with some supervisory experience; or an equivalent combination of education and experience.

Special Requirements

DCI certification.

Certification as a Notary Public in the State of North Carolina.

Fair Labor Standards Act (FLSA) Status

Exempt

2020