

City of Escalon

POLICE SERVICES MANAGER

DEFINITION

Under direct supervision of the Chief of Police, this position supervises, schedules coordinates and participates in the Records/Communications section of the police department; and provides administrative, secretarial and clerical staff assistance to the Police Chief.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

- Supervise, schedule and coordinate the activities of the Records section including the operation and maintenance of the department's records system and law enforcement system.
- Develop and implement procedures and policies for the work unit; coordinate shift coverage and work flow.
- Maintain compliance with new and changing laws, policies and procedures; inform staff of changes in laws and other agency requirements.
- Assist in preparing and maintaining the section's administrative budget; authorize bill for payment.
- Supervise and train assigned personnel in the performance of police support functions; develop and implement training sessions for assigned staff related to areas of assignment.
- Train new personnel in the systems and procedures related to the records/communications function including operation of the dispatch system; troubleshoot problems and respond to questions and inquiries from other department staff.
- Research, collect data, and prepare a variety of statistical and written reports as required.
- Assist departmental personnel and the public in person and by phone performing record checks, and receiving reports and complaints from citizens.
- Provide administrative, secretarial and clerical staff assistance for the Police Chief.
- Maintain confidential files and records.
- Prepare payroll documents and notify Police Chief of any discrepancies.
- Work with department personnel and the public in the areas of assigned functional responsibilities.
- Provide technical assistance on special projects for management personnel.
- Supervise, train and evaluate assigned staff.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Any combination of training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would include:

Education:

- Possession of a High School Diploma or its equivalent.

Experience:

- Three years of increasingly responsible secretarial experience in a law enforcement agency involving computerized records and communication systems and some experience in lead supervision.

SPECIAL REQUIREMENTS

- Possession of a valid California Driver's License issued by the State Department of Motor Vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit and talk, hear or walk; stoop, bend and lift and/or move up to 25 pounds; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms. Specific vision abilities required by this job include close and faraway vision and the ability to adjust focus.