

ADMINISTRATION DIRECTOR (Civilian)

DEFINITION

Under general direction, plans, coordinates and directs the administrative and support service programs and policies of the Administrative Division of the Police Department. Performs highly responsible and technical staff assistance; and does related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Chief of Police.

Responsibilities include direct supervision of sworn and civilian personnel. Assignments may also require indirect supervision of sworn and civilian personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of departmental goals, objectives, policies and priorities.
2. Develop and implement division goals, objectives, policies, and priorities.
3. Plan, direct, supervise, and coordinate bureaus in the Administration Division (Information Systems, Records, Jail, Animal Control, Training and Personnel Bureaus).
4. Prepare and present a variety of comprehensive reports as required.
5. Periodically review operating procedures and make recommendations for improvement.
6. Assist the Chief of Police in the overall departmental budget development and administration.
7. Develop Division Budget.

Examples of Duties (cont.)

8. Respond to the most difficult citizen complaints and requests for information.
9. Coordinate police administrative activities with other City Departments and outside agencies.
10. Supervise, train and evaluate assigned staff.
11. Perform related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities , and Skills

- A. Knowledge of principles and practices of organization, administration, budget and personnel management.
- B. Knowledge of pertinent Federal, State and Local laws, ordinances and regulations, specifically as they apply to the functions of the Administration Division.
- C. Knowledge of departmental rules and regulations.
- D. Ability to plan, organize and coordinate the work of subordinate personnel
- E. Ability to analyze complex, related administrative problems.
- F. Ability to communicate clearly and concisely, orally and in writing
- G. Ability to properly interpret and make decisions in accordance with laws, regulations and policies.
- H. Ability to supervise, train and evaluate assigned staff.
- I. Possession of personal characteristics of truthfulness, persuasiveness, tact and patience, leadership qualities, good judgement, and decisiveness

Experience and Education Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six years of currently increasing responsible experience in municipal police support and/or administrative services, including at least three years at a mid-management or supervisory level within a municipal police support service bureau or unit.

Education: Equivalent to a Bachelor's degree in the fields of public or business administration, police science, administration of justice or related field. Possession of a Masters degree in Public or Business Administration is desirable.

Probationary Period: One Year
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November 1998
AAP Group: 2
FPPC Status: Designated
FLSA Status: Exempt