

CITY OF HAYWARD

RESERVE OFFICER COORDINATOR

DEFINITION

Under general direction, performs a variety of administrative and supervisory functions related to the recruitment and selection, supervision, and deployment of reserve resources within the Police Department. Additionally, the Reserve Officer Coordinator will prepare and present budget plans; write financial and administrative policy recommendations; plan and coordinate special projects, and prepare various reports to improve efficiency within the Reserve Bureau.

DISTINGUISHING CHARACTERISTICS

This is a supervisory classification allocated to the Reserve Bureau at the Hayward Police Department. It is expected that the full range of duties be performed independently and without direct supervision. Adequate performance at this level requires the knowledge of public safety reserves and the ability to oversee and direct the work of Reserve Officers.

SUPERVISION RECEIVED

Receives direction from a Police Captain or other designee as assigned.

SUPERVISION EXERCISED

Exercises supervision over assigned personnel including Reserve Officers, Police Explorers, or volunteers.

ESSENTIAL DUTIES

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

Coordinates the recruitment, selection, training and staffing needs for the Reserve Bureau.

Ensures Reserve Bureau personnel and program is in compliance with all mandatory State, Federal and policy standards.

Ensures Reserve personnel understand and comply with program policies, procedures, Hayward Police Department Duty Manual/Policy Manual requirements and objectives.

Monitors and evaluates the Reserve program for effectiveness and operational efficiency through the use of measurable outcomes.

Supervises, directs and participates in the activities of the Reserve Bureau.

Assists in the development and implementation of Reserves program activities designed to enhance effectiveness and operational efficiency.

ESSENTIAL DUTIES (continued)

Creates, maintains, and modifies procedural manuals and guidelines.

Maintains personnel records for all Reserve personnel.

Schedules and prepares for quarterly meetings with all Reserve personnel.

Plans and deploys Reserve resources to a variety of details and activities including monthly work schedules and security details associated with the planning and supervision of downtown parades and festivals, tournaments, compliance checks, and other activities.

Produces operational plans to the Special Operations Captain for all Reserve deployments.

Produces quarterly activity reports regarding bureau recruitment, staffing, training, accomplishments and needs.

Conducts equipment inspections and needs assessments for Reserve Bureau resources.

Conducts initial investigations from citizens regarding complaints about Reserve personnel.

Coordinates events such as the annual Reserve Appreciation Dinner.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Law enforcement terminology and concepts.

Public relations in law enforcement.

Organization and functions of a law enforcement agency.

Police administration and supervisory techniques.

Practices and methods of recordkeeping.

Pertinent Federal, State, and Local laws and ordinances.

Basic administrative research analysis and management.

Modern office practices, methods, and computer applications related to the work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Effectively deploy and review the work of Reserve Officers.

Supervise, train and evaluate Reserve personnel.

Plan, organize, prioritize, and coordinate a variety of activities within the Reserve Bureau.

Prepare and maintain Reserve personnel related records.

Prepare reports in a clear, concise, and accurate manner.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Basic English grammar, usage, spelling, and sentence construction.

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:

Five (5) years of current law enforcement experience, including at least two (2) years of leadership or supervisory experience in the Reserve Bureau within the Hayward Police Department or a similar law enforcement agency, preferable with one (1) year at the rank of Reserve Lieutenant.

Education: High School Diploma or equivalent; supplemental coursework in public administration, public safety, or related fields is desirable.

License and Certificates:

Possession and maintenance of a valid Class C California Driver's License. Possession of the Basic POST Dispatch Course Certificate of Completion or certification as a Level 1 Reserve Officer.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment

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and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse or

SPECIAL REQUIREMENTS (continued)

trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation. Willingness and ability to work holidays, weekends, scheduled and emergency overtime, and on-call as required. Attends meetings, conferences and seminars during work and non-work hours that may require travel. Complies with departmental grooming standards.

PROBATIONARY PERIOD: One (1) Year

June 2015

AAP Group: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt