

SPECIAL WEAPONS AND TACTICS (SWAT) SUPPORT SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: The Special Weapons and Tactics (SWAT) Support Specialist is a paraprofessional class responsible for performing a variety of assignments involving public contact work of a specialized nature. Assignments are completed under general supervision and work is reviewed for completeness and adherence to department policies and standards. Employees in this class must be responsible for administering, monitoring, and/or implementing an inventory program to include initial property acquisition, distribution, and applying control numbers for a sizable amount of equipment and inventory. This process involves the evaluation of equipment and developing relationships with specialty item vendors in the Law Enforcement field. Equipment is evaluated based on our specific tactics and needs across a wide spectrum of uses. As a result, this employee will need to become somewhat familiar with current SWAT tactics and procedures. This position will need to forecast supply needs and independently ensure sufficient stock on hand to address any need. Periodic maintenance of equipment and supplies, or locating vendors to provide this service, is required. In accordance with grant-related and routine operational expenditures, the employee will research equipment, gather bids, and submit memos and purchase orders for SWAT and Homeland Security. The employee must adhere to not only City of Mesa Procurement policies, but also State and Federal Homeland Security Guidelines. Routine purchasing with a procurement card will require accounting and filing with required fiscal policies on a monthly basis. This classification maintains the vehicle inventory of over fifty vehicles for SWAT, K9, Hazardous Devices, and Negotiators to include arranging scheduled maintenance, equipment inventory, and compliance with grant guidelines. Due to the specialty of the vehicles and the need to provide full operational capability 24 hours a day, considerable preventive maintenance scheduling and coordinating is required. Specific inventory control and allocation of over eighty cellular phones, along with monthly bill reconciliation and coordination with the phone vendor, is required. Assist the range personnel with the SWAT weapons, weapon sights, and tactical light inventory records. Coordinate delivery of supplies necessary for the operation of the K9 unit. Order supplies. Retrieve fax information on extraditions and make sure the information reaches the proper personnel. Receive warrant information on the fax and make sure the information reaches the warrant unit. Respond to SWAT call-outs and search warrants, and document times as the event unfolds for the SWAT report. Assist the SWAT Commander and team at the command post by monitoring equipment, vehicles, and staffing responses. Assist during training with equipment, simulations, scenarios, and safety checks. Use a camera to capture still and video images documenting training and deployments. Maintain SWAT incident report files by month and date of occurrence. Use this information to create monthly COMPSTAT reports. Assist and compile a year-end report. This position will supervise and direct the activities of the volunteers assigned to SWAT. This class performs related duties as required.

Distinguishing Features: The SWAT Support Specialist is a civilian member of the Police Department. Supervision is received from a Police Sergeant assigned to SWAT. This class may be subject to emergency and/or scheduled call-out. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience performing responsible administrative work, including purchasing duties.

Special Requirements. Requires a valid Arizona Driver's License by hire date. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Experience with warehousing/inventory control is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with management, other City employees, the general public, vendors, contractors, and others to respond to questions, obtain and provide information, and explain and interpret the rules, regulations, practices, and policies of the Police Department, or unit. Prepares correspondence, office procedures, work orders, purchase orders (POs), manuals, reports, surveys, flyers, packets, agendas, and minutes.

Manual/Physical: Operates standard office equipment such as personal computers (PCs), printers, copiers, calculators, etc. Operates both still camera and HD video camera. Enters data into a PC to prepare reports and other documents. Prepares and updates schedules, graphs, or similar charts. Sorts, files, and distributes mail, documents, or other material. Performs physical supplies inventories. Inspects, monitors, and evaluates information, objects, and work conditions. Moves various police equipment (maximum weight 60 pounds), and other materials and supplies for distances of up to 20 feet. Operates a motor vehicle (sedan, pickup truck, other oversized specialty vehicles, and marked police vehicles) requiring a standard Arizona Driver's License, to pick up or deliver materials and supplies and to respond to SWAT Events. Works with chemicals such as pepper spray. Works in a variety of weather conditions while performing SWAT-related activities.

Mental: Prioritizes own work. Resolves procedural, operational, and other work-related problems. Coordinates work activities and program functions with outside agencies, vendors, and other City departments. Researches, analyzes, and compiles data for various reports. Comprehends, makes inferences from, and interprets written materials, including: department policies, procedures, standards, correspondence, and computer software manuals, as well as layouts or other visual aids. Performs mathematical calculations or financial and cost analyses. Prepares or assists in preparing portions of a budget. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skills/Abilities:

Knowledge of:

the principles and practices of office management and the equipment used;
the research techniques and methods of report presentation;
the practices, methods, and records involved in money receipt and disbursement;
business English, spelling, and arithmetic; and
the municipal organization and functions of the City.

Skills in:

numerical and statistical typing or keying with minimal errors; and
the operation and care of standard office equipment.

Ability to:

compile data for special and periodic reports;
maintain complex records and prepare accurate reports from such records;
properly interpret and make decisions conforming to regulations and policies;
carry out recurring assignments independently and without specific instruction;
anticipate changes in the priorities of tasks or volume of work to be accomplished;
follow oral and written instructions; and
establish and maintain effective working relationships with management, coworkers, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-ADM

INCREMENTS 53-200

PAY GRADE: 43

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