

POLICE RECORDS ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: A Police Records Administrator manages the Police Department Records Section and has oversight of all other Police Department record operations to ensure accountability of police public records as defined by ARS 41-1350. The duties entail primarily administrative work. Management includes overseeing the following functions: police records in automated systems; data entry; quality control; entry and validation of arrest warrants; uniform crime reporting for the Federal Bureau of Investigation (FBI); micrographics; and a copy center. Additional responsibilities include: performance evaluations; management of a substantial budget; researching new equipment and writing bid specifications; arranging for maintenance contracts on equipment; assisting the department's System Security Officer to ensure compliance with local, state, and federal security and privacy requirements; and ensuring that work is performed in accordance with established policy and accepted procedures. The Records Administrator serves as the Records Coordinator for the Police Department, and acts as a liaison between the department and the City Clerk's Office; serves as archivist on all matters involving department records and maintains a current inventory of all existing public records within the department; and develops a retention and disposition schedule to submit to the Arizona State Library, Archives, and Public Records for approval. This position ensures compliance with ARS 28-1560 and department orders regarding the accounting of traffic citation records, and serves as Custodian of Records for subpoenas and court depositions. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Police Records Administrator is a civilian classification responsible for managing all aspects of records management and retention. The Police Records Administrator represents the department on several committees or task force assignments. Supervision is received from a Police Commander or equivalent assigned to the Police Technical Services Division who reviews work through conferences, reports, and results achieved. This class is distinguished from the Police Records Supervisor by the administrative duties performed and additional responsibility in the areas of supervisory, fiscal, and decision-making capacity; and responsibility for compliance with state statutes. This class is FLSA exempt-executive.

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 an accredited college or university with a Bachelor's Degree in a related field. Considerable (3 - 5 years) experience involving records management in a supervisory capacity, preferably in a law enforcement agency.

Special Requirement. 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 Qualification. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, other agency personnel, attorneys, public officials, officers of the court, vendors, and contractors in order to oversee the activities of the Police Records Section and oversight of all other Police Department record operations to ensure accountability of public records. Communicates with employees regarding their performance. Conducts staff meetings. Prepares written documents including: performance evaluations, departmental reports, memos, budget proposals, policies, procedures, and accreditation standards with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal and state regulations, and other guidelines such as: Public Record Laws, City codes, departmental Administrative and Field orders, and City Personnel Rules. Observes subordinates' work performance. Inspects, monitors, and evaluates information, equipment, and work-related conditions to determine compliance with prescribed operating and safety standards including Occupational Safety Health Administration (OSHA), Fair Labor Standards Act (FLSA), and Americans With Disabilities Act (ADA). Distinguishes colors of various documents to ensure compliance with standard operating procedures. Enters and retrieves data or information using a personal computer (PC) or other keyboard device.

Mental: Plans, organizes, and directs the activities of the Records Section. Supervises and evaluates the work of two Police Records Supervisors. Prioritizes own work, and assigns work to personnel. Resolves procedural, operational, and other work-related problems. Develops and revises standard operating procedures and methods of examination for the Records Section. Prepares budgets for the Records Section. Coordinates work activities and program functions with other divisions, City departments, cities, and agencies. Serves as a liaison with the department's safety representative regarding hazards. Assists in the preparation of conceptual design and technical specifications guarding automated systems. Conducts research and analyzes data to respond to requests for subpoena's, legal assistance, budgetary proposals, general inquiries as well as statistics and vendor specifications. Performs mathematical and statistical computations and financial/cost analysis. Maintains a petty cash fund and monies collected for services rendered and ensures that proper accounting procedures are followed in managing the funds. Comprehends and makes inferences from written material including the Police Department's Administrative and Field Orders. Learns job-related material in a classroom setting and on-the-job regarding new developments and enhancements to various computer systems.

Knowledge/Skill/Abilities:

Knowledge of:

local, state, and federal regulations relating to public records, security, and privacy;
federal, state, and local law enforcement agencies and their functions, jurisdiction, and procedural and operational relationships to the police records function;
budgeting and statistical reporting;
basic data processing principles and practices;
general police objectives and practices;
modern office management practices and procedures; and
modern supervisory and evaluation methods and practices.

Skill in office management, supervision, training, and personnel selection.

Ability to:

manage the daily operation of the Records Sections;
oversight of managing other police sections records;
objectively evaluate procedures and personnel and implement appropriate corrective actions;
supervise and evaluate the work of subordinate supervisors;
prepare justifications of budget proposals;
compile statistical information, staffing justification, and other reports;
assist in the development of more efficient and effective methods and procedures for use in the Records Section; and
establish and maintain effective working relationships with subordinates, associates, police personnel, other law enforcement agencies, City personnel, and the general 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 81-200

PAY RANGE: 52

IND-9410

SWORN-No