

FUSION CENTER MANAGER

JOB DESCRIPTION

Classification Responsibilities: A Fusion Center Manager is a civilian classification that functions in a highly responsible management capacity performing administrative work in the implementation and management of a regional criminal information/intelligence East Valley Gang and Criminal Information (EVGCI) Fusion Center within the Police Department. This position is responsible for directly supervising the police detectives, analysts and other criminal justice personnel assigned to the EVGCI Fusion Center which includes: providing and/or recommending training; coordinating, scheduling, and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance and keeping employee's home agency supervisor apprised of work performance, direction and guidance; keeping personnel abreast of new or revised information; and answering questions and recommending and/or implementing personnel actions. Additionally, this classification will be responsible for performing a variety of administrative duties including: creating, preparing, reviewing and/or approving various intelligence and administrative documents (e.g., weekly/monthly reports, purchase requests, articles for publication, bulletins, memos, letters, gang identification cards, etc.) for dissemination ensuring the information is accurate and in compliance with established standards; attending meetings, participating in conference calls, corresponding via e-mail, and verifying and approving out-going EVGCI Fusion Center information; acting as a liaison to various internal and external groups/individuals to provide analytical assistance, collect and/or disseminate criminal information/intelligence data; assessing intelligence and criminal information requirements or needs in order to recommend, plan, prioritize and implement plans to effectively and securely share intelligence or criminal information; and providing training to law enforcement and support personnel on the mission and capabilities of the EVGCI Fusion Center. Performs job related travel as needed. This classification is responsible for performing related duties as assigned.

Distinguishing Features: This classification has been designation as a non-classified, non-merit system, at-will position. A Fusion Center Manager works independently under general supervision from the section Lieutenant and the EVGCI Fusion Center's Executive Chairperson. The work requires considerable initiative and independent judgment. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice or a related field. Extensive (5+ years) experience with a criminal justice, military, or government intelligence agency or criminal intelligence network organization at a supervisory level compiling data, analyzing findings, and writing reports that indication relationships between various parties;

OR

Eight (8+) years of experience with a criminal justice, military, or government intelligence agency or criminal intelligence network organization at a supervisory level compiling data, analyzing findings, and writing reports that indication relationships between various parties.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Upon a conditional job offer will

be required to pass a psychological test battery and drug screening. Preference may be given to applicants who possess secret security clearance with the Federal Bureau of Investigations (FBI).

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. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, subordinates, other City employees, management, and outside agency personnel. Instructs and/or trains subordinate employees in Fusion Center operations. Prepares written documents such as intelligence documents, reports, purchase requests, articles for publication, bulletins, memos, and letters with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Manual/Physical: Observes, inspects, or monitors the work proficiency of subordinate employees to determine compliance with standard operating procedures. Attends meetings at other City departments and outside agencies to discuss issues. Operates a variety of standard office equipment such as a personal computer, adding machine or calculator to compile reports and log sheets. Enters data or information into a personal computer in order to provide statistics.

Mental: Comprehends and makes inferences from written material. Supervises and evaluates the work of subordinate personnel. Checks the work of others to ensure conformance to standards by reviewing work station files, computer generated statistics, and performance evaluations. Assists in the development of budget objectives and prepares recommendations on personnel, supplies, and equipment.

Knowledge and Abilities:

Knowledge of:

Microsoft Outlook applications;
all major software systems utilized in the EVGCI Fusion Center, i.e. CopLink, TLO, CLEAR, Informer, RMS systems, LE Web, etc.;
the concepts, characteristics, and capabilities of EVGCI Fusion Center computer related operations, databases and equipment; and
the principals and practices of administration and effective supervision.

Ability to:

apply the parameters of 28CFR part 23 in the handling, storage and dissemination of criminal intelligence information;
communicate clearly and concisely, both verbally and in writing;
comprehend, analyze and research problems of a complex nature and make decisions to facilitate problem solutions;
organize and plan work effectively;

multi-task effectively;
establish and maintain professional working relations with other employees, government officials and other personnel;
plan, assign, direct and train subordinates;
prepare reports and documentation as needed;
perform administrative duties as outlined in the description of duties;
perform job-related travel;
work with material that may be of a graphic or sexual nature relating to criminal activity (e.g. written material, photographs and/or verbal language, etc.); and
work varying schedules.

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.

Revised 5/15

TO/fl/hn

CS5307.DOCX

EEO-PSW

NDOT SAFETY-Yes

NDOT RANDOM-Yes

DOT SAFETY-No

RESP-No

JOB FCTN-PUB

INCREMENTS 62-200

PAY GRADE: 54

SECURITY-Yes

CDL-No

IND-7720

SWORN-No