

POLICE ADMINISTRATION MANAGER

JOB DESCRIPTION

Classification Responsibilities: A Police Administration Manager is responsible for planning, supervising, and reviewing the activities of all personnel assigned to a major division, which includes public safety communications, records management services, and human resources. Supervision is exercised over a large staff of sworn and/or civilian personnel primarily through subordinate supervisors. Management for the Public Safety Communications function includes responsibility for police and fire dispatching system. Management for the Police Records function 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. Management for the Police Department Human Resources/Hiring Unit functions involves planning, directing, and supervising human resource functions for the Police Department. Under the direction of and in coordination with the City Human Resources Department, the Police Administration Manager may participate in such activities as recruitment and hiring, Equal Employment Opportunity, Affirmative Action, Workplace Harassment complaints, American with Disabilities Act accommodations, Family Medical Leave Act issues, as well as Employee Wellness, Medical Retirements, and/or Worker's Compensation issues. Work involves participating in the preparation of the budget by recommending personnel and capital needs for a division; directing or personally investigating citizen complaints about assigned personnel conduct and services; interacting with community organizations and representing the Police Department on various committees and boards including labor relations; coordinating activities with other law enforcement agencies; and participating in various Citywide projects and/or programs. A Police Administration Manager recommends comprehensive goals and objectives and is responsible for their implementation and results achieved. This class is responsible for performing related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The administrative nature of the work requires considerable responsibility for making decisions regarding actions to be taken, accomplishing division objectives and achieving desired results, and independent judgment in the interpretation of policies and procedures. A Police Administration Manager provides highly complex staff assistance to the Police Chief and Assistant Police Chiefs. Supervision is received from an Assistant Police Chief who reviews work through observation of results and evaluation of reports. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business, Personnel, Police, or Public Administration. Extensive (5+ years) professional level administrative experience and at least three years experience in a supervisory capacity.

Special Requirement(s). Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License by hire date.

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

Preferred/Desirable Qualification(s). Graduation from an accredited college or university with a Master's Degree in Personnel or Public Administration or related field. Previous experience with managing Police Communications Systems, Records Management, or Hiring Functions. Certification as a Professional in Human Resources (PHR) from the Human Resources Certification Institute (Society for Human Resource Management [SHRM]) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public and Police Department employees in order to answer inquiries and complaints, give directions, and explain actions of the Police Department and its policies and procedures. Provides information, gives instructions, and responds to questions from the general public and City employees in order to enhance public relations and employee morale. Prepares and reviews the following: budget recommendations for a division, statistics and reports on departmental activities, recommendations regarding performance ratings and disciplinary actions, departmental policies and procedures, administrative studies, and program proposals. Makes presentations to senior staff members and City Council.

Manual/Physical: Attends meetings and observes, inspects, or monitors the behavior of office personnel to determine and maintain compliance with departmental policies and procedures and safety standards. Reviews written work product of office staff to ensure compliance with applicable City and Department policies, as well as local ordinances, and state and federal laws. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings. Operates a variety of standard office equipment to perform functions of the position.

Mental: Comprehends and makes inferences from written material including: departmental policies and procedures, federal and state laws, City codes, City Personnel Rules, police reports, and administrative studies in order to resolve complex personnel problems; to formulate programs and plans to maintain departmental efficiency and responsiveness; and to make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters. Analyzes information, statistics, and reports on departmental activities in order to determine police service needs, availability of resources, and if existing programs meet the needs of the public. Develops and implements divisional policies and procedures and short- and long-term objectives. Supervises and evaluates the work of subordinate personnel by reviewing results achieved and ensuring conformance to standards.

Knowledge and Abilities:

Knowledge of:

police administration theories and practices;
principles and practices of public personnel administration;
federal and state law relating to public sector personnel;

Mesa Police Department policies, procedures, operations and general orders;
City of Mesa Management Policies and Personnel Rules;
services available to the Police Department from other agencies;
program budgeting practices and procedures;
principles of supervision, training, and performance evaluation; and
human relations and communication techniques.

Ability to:

supervise, plan, organize, coordinate, and participate in the activities of recruitment and hiring, communications, and records management;
analyze information, statistics, and reports on divisional activities;
work with Human Resources on issues related to EEO/Affirmative Action complaints, ADA accommodations, FMLA, and Workplace Harassment;
communicate with, and respond pleasantly to, a demanding and diverse public in answering questions, explaining policies, and handling complaints; and
deal effectively with coworkers, City officials, and the general public in routine and emergency situations.

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.

New 5/12

TOB/pjk

CS5704.DOC

EEO-O/A

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-ADM

PAY STEPS-Open Pay Ranges

PAY RANGE: 57

SH-None

Security-Yes

CDL-No

IND-9410

SWORN-No