

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE ADMINISTRATION MANAGER

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by City Council: December 15, 2014
Classification Series: Police Series–Civilian Non-Sworn	Resolution No.: 2014-63
FLSA Status: Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Chief of Police, manages, plans, directs, and coordinates the Police Department's Administration Division which includes Communications, Records, Youth Services, Crime Analysis and Information Systems; prepares and administers the Department's budget and grant acquisition; serves as a member of the Police Department Management Team; researches and prepares staff reports; develop, implements, and evaluates the Administrations systems and procedures; performs other related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Under direction, manages, plans, directs, and coordinates the Police Department's Administration Division which includes Communications, Records, Youth Services, Crime Analysis and Information Systems; prepares and administers the Department's budget and grant acquisition; serves as a member of the Police Department Management Team; researches and prepares staff reports; develop, implements, and evaluates the Administrations systems and procedures; performs other related duties as required;
- Supervises, plans, directs, and coordinates all assigned Police Department personnel; conducts research into a variety of law enforcement and administrative issues; develops, implements and reviews operating procedures; ensures that activities/actions are conducted in accordance with related laws, ordinances, regulations, and policies;
- Oversees and maintains all department supplies; makes purchases; plans and coordinates equipment installations; administers all Police Department service contracts; ensures that the systems are maintained and operated efficiently and economically;
- Prepares and administers the Police Department's budget; researches and develops new procedures and proposals; prepares directives, which outline these procedures; participates in the development of department goals and objectives and policies;
- Prepare and oversee grant proposals; Monitor and administer all police grants;
- Manage all aspects of the Youth Services Division including Police Activities League (PAL), Teen Academy, LEAD'S and Junior LEAD'S;
- Oversee the appointment process of all personnel; coordinate and manage compliance of all staff training; Review and implement best practices regarding personnel training that is efficient, effective and fiscally responsible;

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(Continued)

- Answers questions from the public by phone or in person; advises and provides liaison to other departmental staff, other City Departments, other agencies, and the public regarding responsible areas;
- Meets and consults with management staff, the public, legal advisors and representatives of other governmental agencies; coordinates activities with other law enforcement agencies;
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public;
- May make presentations to City Council, other governmental agencies, and a variety of civic organizations as directed by the Chief of Police;
- May be exposed to confidential and privileged information during the course of duties, which shall be maintained as such;
- Maintain the confidentiality of privileged information which he/she may be exposed to during the course or duties;
- Established positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public;
- Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situations requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Modern principles and practices of municipal criminal justice systems;
- Organization and functions of a municipal law enforcement agency;
- Principles and practices of law enforcement records management;
- Principles and practices of program and budget development, administration and evaluation;
- Modern law enforcement communications techniques and equipment;
- Automated law enforcement information systems and procedures;
- Methods and techniques of supervision, training and motivation;
- Basic principles of mathematics;
- Applicable federal, state and local laws, codes, and regulations;
- Methods and techniques of scheduling work assignments;
- Standard office procedures, practices, and equipment;
- Modern office practices, methods and equipment including a computer and applicable software;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English, spelling, and grammar;
- Occupational hazards and standard safety practices.

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Skills:

- Operate an office computer and a variety of word processing and software applications.

Ability to:

- Administer Police Department divisions;
- Interpret and explain laws, regulations and rules, as well as departmental policy and procedures;
- Plan, organize, direct, and evaluate the work of subordinate staff;
- Supervise and participate in the establishment of departmental goals, objectives, and methods for evaluating achievement and performance levels;
- Analyze complex law enforcement issues, evaluate alternatives and reach sound conclusions;
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness;
- Develop and implement plans for law enforcement services;
- Interpret and explain laws, regulations, rules, and departmental policies and procedures;
- Maintain appropriate flow of communication and chain of command;
- Identify and inform superiors of sensitive issues/situation;
- Supervise, train, and motivate assigned staff;
- Act quickly and calmly in emergency situations;
- Work flexible hours, including weekends and split shifts;
- Apply applicable laws, codes and regulations;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- A Bachelor's degree in Public Administration, Business Administration, Criminal Justice, or a closely related field from an accredited college or university. A Master's degree in Public or Business Administration or a closely related field is desirable.

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Experience:

- Five (5) years or more of responsible administrative or management experience involving police records management, grants administration, records, communication, crime analysis, and budget preparation and analysis.

License or Certificates:

- A valid California Class C Driver’s License.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.