



City of Watsonville

Job Description

JOB TITLE: Police Civilian Manager **DATE APPROVED:**

DEPARTMENT: Police Department

REPORTS TO: Chief of Police

EMPLOYEE UNIT: Management

DEFINITION

Under general supervision of the Chief of Police, the Police Civilian Manager is a civilian who plans, directs, coordinates and supervises the activities and operations within the Police Department; these activities include police records, property and evidence, crime analysis, and community services programming; coordinates activities with other Police and City programs; provides professional, administrative and technical support to the Chief of Police if required, in dealings with the City Council, department heads or the public or other jurisdictions; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Police Civilian Manager works under administrative direction within a framework of general guidelines, goals and objectives. This class functions at the management level and exercises supervision and review to a number of civilian police personnel performing varied and complex administrative support services for the police department. This position is responsible for overseeing all functions and operations in units such as police records, property and evidence, crime analysis, and community services programming.

SUPERVISION RECEIVED/EXERCISED

- Receives administrative direction from the Chief of Police.
- Exercises supervision over records and property supervisor, crime analyst, and community services professional staff.

EXAMPLES OF DUTIES:

- Plans, organizes, directs, manages and coordinates services in records, property and evidence, crime analysis, and the community services unit.
- Supervises the police records unit processes such as compliance with Department of Justice standards and audit findings and recommendations; crime and arrest reporting; record retention, release, purging, and sealing; customer service and data processing.
- Supervises the property and evidence functions to include evidence storage and retrieval, catalog, preserve, secure, release, transport and/or dispose of property and evidence using standards established by State and local laws, codes and regulations.

- Directs the crime analysis functions and the preparation of related reports and information to assist in the interpretation and projection of crime trends and effectiveness of police services within the City.
- Directs the community services programming to ensure that it aligns with the goals of the police department.
- Develop and implement unit and program goals, objectives, policies and procedures.
- Direct, oversee and participate in the development of the assigned unit work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training, conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Assigns, reviews, and evaluates unit and programs personnel's work performance.
- Prepare and present staff reports and other necessary documents or correspondence to appropriate boards, groups and/or committees.
- Confer with other City departments regarding assigned related issues; implement internal controls to ensure governmental policy and regulations are met.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Manage a variety of software systems.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observe and maintain a safe working environment in compliance with established safety program and procedures.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of organization and management of work, effective supervisory practices, staff development and personnel administration.
- Pertinent federal, state, and local laws, codes, rules, and regulations.
- California government codes and penal codes, regulations, status and requirements related to police records, property and evidence control, privacy and security, and record retention, dissemination, and confidentiality.
- Principles and practices related to the technical aspects of assigned area of responsibility within a law enforcement agency.
- Techniques of effective oral and written communication, public speaking.

- Principals and techniques of supervision, including planning, organizing and supervising the work of assigned staff, providing for employee training and development and appraisal.
- Data processing concepts, procedures, and security pertaining to police record keeping operations.
- Applicable City policies, procedures and memoranda of understanding related to administration and personnel.

Ability to:

- Plan, organize, coordinate and manage at management level, including directing the activities within general police guidelines
- Plan, organize and supervise work, including providing for employee training and development and appraisal.
- Analyze and evaluate administrative problems and make appropriate recommendations for action.
- Effectively communicate, both oral and written, with government officials, department heads, agency officials and employees.
- Make oral presentation to City Council, Commissions, Boards, and community groups.
- Prepare clear, concise and accurate reports and correspondence.
- Interpret, explain, and apply City and department policies, procedures, rules and regulations.
- Operate a personal computer, use automated data management applications to compile and analyze data and present information.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a bachelor’s degree from an accredited college or university with major course work in public administration or business administration and broad and extensive work in management, statistical crime analysis and at least three (3) years in a management or supervisory capacity.

LICENSE AND CERTIFICATES

Licenses/Certificates:

- Possession of a valid Class C California driver’s license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

Other Requirements

- Positions within the Watsonville Police Department require an extensive background investigation and criminal background check. Employment offers are contingent upon passing the above requirements.