

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: POLICE RECORDS COMMANDER (Job Code 249).

GENERAL STATEMENT OF JOB

Works under the general direction of a bureau commander. Performs supervisory functions of moderate difficulty and is responsible for records management for the Police Department. Work involves the accurate, rapid and effective handling of criminal and other records information. Work also involves responsibility for the retrieval and input of information to/from local, state and national computerized criminal justice information systems, and supervising subordinates and staff. All work is performed in accordance with prescribed federal law, state law, city policy, criminal records procedures and departmental policies. Due to the sensitive and confidential nature of information processed, employees in this class position of trust and responsibility exercise limited discretion concerning duties performed. Responsible for analysis and dissemination of crime data and criminal trends via promulgation of comprehensive information and intelligence reports. Performs Emergency Response duties as assigned.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Oversees the department's data processing and crime reporting functions, ensuring mechanical readiness of records keeping and reproduction, and data entry/retrieval equipment.

Ensures statistics compiled regarding activities of division personnel for monthly reports, evaluations, and budgets are completed uniformly and in accordance with accreditation standards and departmental policies.

Performs notification and information gathering duties using computers, directories, etc., notifying appropriate personnel regarding any equipment malfunctions.

Receives and processes various information requests from the general public in accordance with the City of Margate's records management plan. Serves as the department's records management coordinator. Prepares requests for records in accordance with department directives and Florida public records laws.

Plans work schedules for subordinate records personnel, i.e., vacations, training, leave of absence, and assigns and develops required shifts.

Supervises, trains, and completes employee performance evaluations for subordinate personnel.

Prepares and maintains various records and reports, i.e., processing, sorting, verifying accuracy, and filing such in accordance with established procedure.

Verifies for accuracy Uniform Crime Report transmittals and ensures the timely submission of such to the Florida Department of Law Enforcement.

Demonstrates and applies the knowledge of techniques used for crime analysis, reporting and forecasting to perform crime analysis within the police department.

Provides input regarding unit budget preparation.

Develops and implements training, quality control, and feedback programs for optimal division performance.

Controls, directs, and monitors all computerized data input, alarm tracking and billing, expenditures within budget guidelines, and division correspondence, reports, and statistical data generated.

Maintains current knowledge of trends and developments in computerized record systems technology.

Performs emergency response work which may include but not be limited to performing physical labor in either inclement weather conditions and/or in a variety of distressed post-event indoor and outdoor environmental conditions; and/or operating city vehicles; and/or performing office support functions. Emergency response duties may include being assigned to a division or a department other than within the Margate Police Department.

Performs related division work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited college or university. A minimum of two (2) years' experience in a computerized records management environment; Minimum of one (1) year full-time supervisory experience; Must have some work experience with Uniform Crime Reports (UCR), crime analysis and public records management; Must possess and maintain a valid Florida driver's license; Must successfully complete all applicable Civil Service requirements.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, some lifting and carrying objects of light to moderate weight (5-15 pounds)

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and/or city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to apply principles or influence systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents, and for processing keyboard tasks.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people in both the giving and receiving of instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of computerized record management procedures and state policies, procedures and laws regarding such.

Knowledge of computer capabilities for obtaining optimal results from available applications.

Knowledge of effective supervisory principles, techniques and internal control processes.

Knowledge of filing principles and methods.

Skilled in the operation of main and micro computer system§.

Ability to demonstrate above-average oral communication skills for effective expression and clarity.

Ability to establish and maintain effective working relationships with supervisor, support staff and other employees.

Ability to organize and review work for efficient results and accuracy.

Ability to competently handle a multitude of diverse tasks simultaneously while maintaining attention to detail for the purpose of ensuring accuracy in task performance.

Ability to effectively exercises discretion in matters of a sensitive and confidential nature.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date