

## **CITY OF REDWOOD CITY ADMINISTRATION SERVICE MANAGER (Civilian)**

### **DEFINITION**

Under general direction, plans, coordinates, supervises and directs the administrative and support service programs and policies of the Records and Communication units of the Administrative Services Division of the Police Department. Performs highly responsible and technical staff assistance; and does related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

The Captain of Administrative Services Division provides general direction. Responsibilities include direct supervision of civilian personnel. Assignments may also require indirect supervision of sworn personnel.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Assist in the development and implementation of departmental goals, objectives, policies and priorities.

Assist in the development and implementation of division goals, objectives, policies and priorities.

Plan, direct, supervise and coordinate units in the Administration Services Division. (Records and Communications).

Prepare and present a variety of comprehensive staff reports as required.

Periodically review operating procedures and make recommendations for improvement.

Assist the Administrative Service Captain and other department's Captains as needed in the overall departmental budget development and administration.

Monitor and review budget objectives and guidelines for the Communications and Records units.

Respond to citizen complaints and requests for information.

Coordinate police administrative activities with other city departments and outside agencies.

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Supervise, train, evaluate assigned staff, and implement disciplinary procedures when appropriate.

Perform related duties as assigned.

Manage the mobile and fixed radio maintenance systems and other equipment contracts as needed.

Provide responsible and technical assistance to the Administrative Services Police Captain as required.

Perform duties as the Police Department's press liaison preparing daily press releases and coordinating other news media activities.

Project management of programs as assigned by the Administrative Services Captain.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of organization, administration, budget and personnel management.

Pertinent Federal, State and Local laws, ordinances and regulations, specifically as they apply to the functions of the Administration Services Division and the Police Department.

Departmental rules and regulations.

**Ability to:**

Plan, organize and coordinate the work of subordinate personnel.

Analyze complex and other related administrative problems.

Communicate clearly, concisely, orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Supervise, train and evaluate assigned staff.

Possession of personal characteristics of truthfulness, persuasiveness, tact and patience, leadership qualities, good judgment, and decisiveness.

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**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Six years of responsible experience in municipal police support and/or administrative services, including at least three years at a mid-management or supervisory level within a municipal police support service bureau or unit.

**Education:**

Bachelor's degree in the fields of public or business administration police science, administration of Justice or related field. Possession of a Masters degree in Public or Business Administration is desirable.

**License or Certificate:**

Possession of a valid Class C California Driver's License.

**Effective Date:** October, 2000

**Bargaining Group:** Redwood City Management Employees' Association