

## **CITY OF SALINAS**

### **POLICE SERVICES ADMINISTRATOR**

**BARGAINING UNIT/CLASS CODE:  
AMPS/C21**

#### **DEFINITION**

Under administrative direction, perform administrative, budgetary and facility related tasks in support of police public safety operations. Directs the operations of the Administration Division of the Police Department including, but not limited to, Records, Word Processing, Statistics, Facilities, Animal Services, and Vehicle Maintenance; manages, oversees, and supervises staff performing the functions and activities of the Division in support of the Police Department; assures Division personnel compliance with and enforcement of applicable Federal, State, and local laws, ordinances, and codes.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Police Chief (and/or a Deputy Chief of Police in the Chief's absence). This position provides direct and indirect management and supervision of supervisors, technical and clerical positions whose incumbents perform specialized police service-related activities. The Police Services Administrator has broad executive authority and is responsible for overall management of a Division.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSTION** Duties may include, but are not limited to the following:

Assists the Chief to plan, organize, staff, direct, and control the operations of the Police Department's Administrative Services Division including, but not limited to, those services related to records management, word processing, statistics, purchasing, facility management, animal services, and vehicle management. Oversees a variety of complex and specialized functions of the Administrative Services Division; responsible for collection and preparation of department budget documents; develops and administers Division budget; analyzes budget data to identify and project resource needs; requests needed resources; recommends strategies to increase Division funding; manage grant application process and monitor grant-funded programs; monitors and approves budget expenditures within limits of authority; prepares complex statistical and narrative reports, correspondence, and other documents; assist in the coordination of department administrative activities with Police management/staff, City Officials/managers, other City employees; and outside agencies; may be assigned responsibility for administering or coordinating special programs and/or projects; represent department in community, professional and technical organizations; provides exceptional customer services to those contacted in the course of work; develops and implements strategic plans, goals, and objectives for Division in accordance with core purpose, mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors efficiency and effectiveness of Division work products through quality control and related activities; selects, assigns, trains, directs, and evaluates subordinate staff, including subordinate supervisors, professionals, and others; assures proper training and guidance for staff; identifies and maintains standards of staff proficiency for specialized functions; oversee facility; perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS  
POLICE SERVICES ADMINISTRATOR (continued)**

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of administration, modern municipal budget and finance, modern public administration including planning, organizing, staffing, directing, and controlling; State and Federal laws; Records management; rules of property and evidence, crime analysis; principles and practices of human resources management, supervision, evaluation and training; research methods; report and proposal writing techniques; statistical concepts and methods; principles and techniques of project management; principles and procedures of computer systems; computer hardware, software and related peripheral equipment, law enforcement methods and operations analysis.

**Ability to:**

Manage and oversee the Administrative Services Division within the Police Department; develop, recommend, administer, and control a moderate-sized budget, make decisions under pressure; supervise subordinate personnel, including managers, supervisors, technicians, clerical and other staff; develop and implement police service-related strategic plans, policies, and procedures; ; effectively evaluate employee performance, read and interpret complex laws and regulations regarding police-related services; establish and maintain effective working relationships with public officials, public/private agencies, and the general public on a variety of issues; prepare complex narrative and statistical reports, correspondence, and other documents; communicate clearly and concisely orally and in writing; analyze data and develop logical solutions to problems; effectively gather crime and police operational data, relate that data to department needs, and provide resulting information in a manner that allows others to apply it effectively to operations; conduct systems analysis and feasibility studies, and evaluate assigned staff.

**License or Certificate:**

Possession of a valid California driver's license.

**Education and Experience:**

Equivalent to a Bachelor's Degree in Public Administration, Business Management or related field. Five (5) years of supervisory and management experience in operation of a public administration office. Three (3) or more years experience in the production of budgets, reports, and analytical presentation of financial information. Experience in public organizations required (public safety operations is preferred).

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 11-10; REV: 03-15**