

CITY OF LOS BANOS

Job Description

POSITION TITLE	POLICE SERVICES MANAGER
DEPARTMENT	POLICE
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To perform a variety of highly responsible and confidential supervisory and management duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Police Chief and general supervision from Police Commanders. Exercises direct supervision over assigned non-sworn personnel.

EXAMPLES OF ESSENTIAL DUTIES

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

- Reliable and dependable attendance and punctuality.
- Recommend and implement goals and objectives; establish performance standards and methods for assigned staff; develop and implement policies and procedures.
- Provide clerical support to Police Chief and Police Commanders.
- Evaluate operations and activities of assigned staff; implement improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.
- Participate in the selection of staff; oversee the coordination of staff training; evaluate staff; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of law enforcement services and program administration.
- Principles of law and the criminal justice system.
- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Office software systems including; Word, Excel, Access, Publisher, and PowerPoint.
- Principles and practices of research analysis and management.

- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.
- Use of police communications and information systems related to law enforcement.
- Personnel management principles and functions.
- Los Banos City Police Department Policies.

Ability to:

- Organize, implement and direct activities related to assigned staff.
- On a continuous basis, know and understand all aspects of a Police Services Manager's job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 10 pounds or less.
- Research and prepare detailed and comprehensive reports.
- Exercise independent judgment and work with minimal supervision.
- Establish and maintain effective interpersonal relationships with co-workers and members of the public using principles of good customer service.
- Remain calm and focused during emergency operations.
- Interpret and explain pertinent laws and City and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate personnel.
- Remain effective and competent through continuing education, training, and networking.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.

DESIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university in criminal justice, or closely related field.
- Five (5) years of experience as a 9-1-1 Dispatcher in a Municipal, County or State police agency that included supervisory duties.

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