

City of Stockton

POLICE SERVICES MANAGER

Established/Exempted:	01/28/2014
Resolution	CC2014-01-28-2014
Spec Adopted:	01/28/2014
Resolution:	CC2014-01-28-2014
CS Status:	Unclassified Classified
Employment Status:	At-Will
Unit:	Mid-Management (MB)
FLSA	
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DEFINITION

Under direction or general direction, plans, manages, and coordinates the activities and work of one or more support or technical unit(s) or section(s) of the Stockton Police Department; performs other related duties as assigned.

CLASS CHARACTERISTICS

This single position (non-sworn) management classification in the Stockton Police Department is responsible for managing staff and activities within support or technical unit(s) or section(s) of the Department. Positions assigned to this series have extensive contact with Police managers/staff, other City employees, various public/private organizations, and the general public.

Incumbents are responsible for managing, proposing, developing, and implementing policies, procedures, goals, and objectives within the scope of responsibility. Work is of a highly specialized and/or regulated nature requiring specific certification and/or training. Incumbents are fully competent to independently provide management oversight of one or more technical units under general direction. The incumbent plans, organizes, and administers the work and activities of technical, clerical, paraprofessional and/or professional staff.

PRINCIPAL DUTIES (Illustrative Only)

- Directs, manages, and reviews the work of assigned staff engaged in support and/or technical law enforcement work to assure operations are performed in accordance with departmental policy and procedure and applicable state and federal laws.
- Provides specialized support services and supervision within assigned area.
- Develops and directs the implementation of goals, objectives, programs, policies, procedures, and work standards for the section.
- Participates in staff selection and provides direction in professional development.
- Researches, analyzes, recommends, and implements current industry best practices and technological advances as applicable to assigned area.
- Represents the Department in dealings with the public and other governmental and private agencies and businesses.
- Makes decisions on behalf of the Department in the absence of superiors in accordance with departmental policies, rules, regulations, and procedures.
- Prepares and reviews reports, correspondence, recommendations, and other types of departmental records and documentation concerning the activities of the assigned area.
- Develops and/or administers section budget; monitors and authorizes expenditure.
- Provides technical guidance and assists in resolving complex issues.
- Manages various analytical studies; prepares reports, correspondence and a variety of written materials.

MINIMUM QUALIFICATIONS

Education/Experience:

Possession of a Bachelor's degree from an accredited four year college or university with major course work in business or public administration, criminal justice or other law enforcement related area of study, or a closely related field; AND four (4) years supervisory experience in the field to which assigned. Technical level police experience may substitute education on a year-for-year basis, however a Bachelor's degree is preferred.

Other Requirements:

- Possession of a valid California driver's license; specialized training and/or certification may be required depending on assignment as prescribed by local, state, and/or federal law or regulation.
- As a condition of continued employment, employees assigned to Neighborhood Services must obtain an International Conference of Building Officials (ICBO) Rehabilitation/Conservation Inspector Certificate OR CCEC California Association of Code Enforcement Officers (CACEO) Code Enforcement Officer Certificate within two years of appointment, as mandated by California State Assembly Bill 717.
- As a condition of continued employment, employees assigned to specific areas may be required to obtain and maintain specific valid certifications or training as required by the Chief of Police.

Knowledge of:

- Principles and practices of employee supervision, including selection, training, evaluation and discipline;
- Principles and practices of modern police work and the laws, regulations and administrative procedures relating to the operation of local government and law enforcement agencies;
- Principles and practices of public administration including personnel and program management and budgeting;
- Applicable state and federal laws and regulations;
- Standard office practices and procedures, including basic and specialized business personal computer applications and databases;
- Principles of grant application, proposal preparation, and monitoring and reporting techniques;
- Basic budgetary principles and practices; and
- Other technical areas of expertise as required for specific assignments, as determined by the Chief of Police.

Skill in:

- Supervising, planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff;
- Analyzing complex technical problems, evaluating alternatives and making sound, independent judgments within established guidelines;

- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls;
- Interpreting and applying laws, regulations, policies and procedures;
- Preparing clear, concise and competent analytical and technical reports, correspondence and other written materials;
- Effectively communicating orally in individual and group settings to varied audiences;
- Effectively using computer applications and technology related to the work assigned; and
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time while operating a keyboard; occasional standing and walking for long periods of time;
- Lifting - Occasional lifting of 10 pounds or less;
- Vision - Constant use of overall visual capabilities; ability to read and produce printed material and information displayed on a visual display terminal;
- Dexterity - Frequent holding, grasping, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech, frequently over noise, in person by telephone, and in group settings.
- Special Requirements - May require weekend or evening work;
- Emotional/Psychological – Varies based on position assignment. Constant concentration and decision making; frequent public contact; occasional to moderate working alone, traveling, and participation in difficult investigations, calls for service, crime scenes, or other police activities;
- Environmental Conditions – Varies based on position assignment. Occasional to frequent exposure to noise, outdoor conditions; occasional to moderate risk of exposure to hazardous materials, dirt, dust, smoke, fumes, poor ventilation, and indoor cold/heat; and
- Working Conditions – Varies based on position assignment. Typically, moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

Original signed by

KEVEN P. STAR
DIRECTOR OF HUMANRESOURCES

DATE: _____