

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB216 Police Records Supervisor
POSITION #/TITLE: 0405 Police Records Supervisor	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept: Police	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: NB127/Police Captain	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment; Background Investigation and polygraph
Personal Protective Equipment: None	

General Statement of Duties

Provides information to the public and supervises the Police Records section; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the classification of Police Record Technician.

Examples of Essential Work (Illustrative Only)

Hires, trains, supervises and evaluates the work of Police Record Technicians;
 Develops the schedule and staff assignments for Police Record Technicians to ensure public service is kept at an adequate level;
 Confers with each shift daily to identify problems or issues occurring during each shift and makes determinations as to what actions to take;
 Compiles, prepares and distributes reports, memos and mail;
 Collects and analyzes data for preparation of reports on personnel;
 Establishes and updates the Standard Operating Procedure manual;
 Confers with vendors for the purchasing of new equipment in accordance with Purchasing Services regulations;
 Responds to and/or refers questions concerning Police records policy and procedures and requests for information by members of the public in person or by telephone;
 Ensures that citizen's service problems are resolved in a courteous and timely manner;
 Ensures compliance with Police policies and procedures;
 Conducts timely performance reviews and monitors performance and staffing needs;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of Police records processes, policies, and procedures;
Thorough knowledge of employee capabilities and skills;
Good knowledge of business arithmetic and statistical preparation and presentation methods and procedures;
Ability in persuasion and negotiations;
Ability in organization development, team building, and group processes;
Ability to work under pressure in a public area;
Ability to distribute daily incoming material in a timely fashion;
Ability to lead, motivate, train, organize, prioritize, supervise and evaluate the work of others;
Ability to communicate effectively and maintain working relationships with other Police personnel, Court Officials, other law enforcement agencies and the public;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED, supplemented by additional training in Office Administration; and
Considerable experience in Police records activities; or
Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written reports and other materials in both hardcopy and electronic form;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and process Police records;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to monitor and supervise Police records operations and to attend meetings at various locations.