



Job Title	Police Logistics Support Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	3	Job Code	18484

Class Specification – Police Logistics Support Manager

Summary Statement:

The purpose of this position is to manage the multi-functional Logistics Support Section of the Police Department, serves as program account manager, contact administrator, facilities safety, ADA, and fire safety manager; and manages physical security system and department fleet. This is accomplished by advising the command group on all functional areas; recommending personnel disciplinary; conducting cost benefit analysis; monitoring inventory control and management system; coordinating facilities; and attending command, staff, and division meetings. Other duties include serving as acting commander; preparing staff studies; and managing services.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Manages projects by researching and drafting contract specifications; serving as contract administrator; and reviewing completed work and ensuring warranties.
10%	Administers the corporate and commercial cardkey and physical security programs by maintaining the electronic cardkey database; creating cardkeys for sworn & civilian employees; submitting and reviewing criminal background requests; issuing replacement cardkeys; running periodic inventory reports; and administering CCTV and electronic cardkey system.
15%	Performs strategic planning and budget by analyzing operational requirements; proposing major policy changes; monitoring and reviewing program accounts; and issuing guidance to supervisors.
15%	Organizes policies and procedures by reviewing and revising general orders and standard operating procedures; researching proposed changes; meeting with other logistic section unit supervisors; and drafting department bulletins.
10%	Administrates the impound and rotation tow contracts by revising contract



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	specifications; monitoring all tow vendors; reviewing citizen complaints; comparing tow practices; and terminating vendors charging excess fees.
10%	Responds to employee inquiries by researching complaints; consulting with the respective unit supervisor; providing a detailed analysis and response; and conducting follow-up with the appropriate supervisor.

Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic
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education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in public administration, criminal justice, finance, business administration or a related field. Master’s degree preferred.

Experience: Five years of full-time responsible public administration experience including one year of administrative and/or lead supervisory experience. Experience in law enforcement strongly preferred.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

CJIS- Security Awareness Training	Within 6 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.



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Physical Demands:

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Printer, copier, fax, telephone, vehicle, calculator, and computer.

Specialized Computer Equipment and Software: Microsoft Office, cCURE 800 Security App, CALEA CACE-L, CSFD HAMMERS, and Numara TrackIt!

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014