



Job Title	Police Logistics Support Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	18484

Class Specification – Police Logistics Support Manager

Summary Statement:	
<p>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.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	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.
35%	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.



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10%	Administrates the impound and rotation tow contracts by revising contract specifications; monitoring all tow vendors; reviewing citizen complaints; comparing tow practices; and terminating vendors charging excess fees.
5%	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.	



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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 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.

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.

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.



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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