

POLICE RECORDS ADMINISTRATOR**JOB SUMMARY**

Under direction, to plan, direct, organize, develop and implement the Police Department's Records Bureau operations, services, and activities; serve in the role of Custodian of Police Records; applies proper and effective discipline; coordinate assigned activities with other departments, divisions, and outside agencies; and to perform the role of Police Department technology liaison with the City MIS and Telecommunications Divisions.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, develop, and implement the Department's Police Records Bureau programs and activities; monitor and ensure program and staff compliance with mandated requirements; serve as Custodian of Police Records for the City of Costa Mesa; serve as Agency Terminal Coordinator for the Department of Justice CLETS system. Monitor and evaluate the efficiency and effectiveness of the Police Records Bureau methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Police Technical Services Commander; direct the implementation of improvements.

Recommend and assist in the implementation of goals and objectives related to assigned areas of responsibility; develop annual plans and long term goals; implement policies and procedures. Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; establish standards of performance; coach and monitor employees to improve performance and correct deficiencies; recommend recognition, advancement and discipline, and implement approved actions.

Plan, direct, coordinate, and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Troubleshoot problems with the Records Management System and coordinate the resolution of problems and modifications with system specialists and vendors. As assigned, work with computer system consultants and vendors in developing data entry programs and procedures. Develop and implement procedures and training manuals related to the computerized Records Management System. Serves as the Police Department's technology liaison.

Provide responsible staff assistance to the Police Technical Services Commander; plan and

oversee research projects and studies; research data and organize records and materials for use in defending the Department against civil suits; prepare and present staff reports and other necessary correspondence.

Meet and confer with Department, local, County, and State officials to coordinate inter-departmental records related law enforcement activities and police records reporting requirements; plan, monitor, supervise and participate in the Department of Justice audit of Department records.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of computer information systems and police records management.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Supervise and monitor departmental accounting functions.

Serve as a liaison for the Police Department with the City MIS and Telecommunications Division.

Perform related duties as required.

QUALIFICATIONS GUIDELINES

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

Experience:

Four years of experience in police records management, including at least two years of first-level supervisory experience.

Training:

Completion of college-level course work in business or public administration, or a related field. Possession of a Bachelor of Arts Degree or equivalent in Business Administration, Public Administration or a related field is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Requisite Knowledge and Skill Levels

Knowledge of: operational characteristics, services, and activities of a police record management program; principles and practices of program development, administration and evaluation; common organization, operations, policies, and procedures of municipal

police departments; principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes, and regulations including those pertaining to the privacy and security of police records; Federal criminal justice database systems and applications; duties and legally defined responsibilities of the Custodian of Police Records; duties and legally defined responsibilities of the Agency Terminal Coordinator for the California Department of Justice; principles, practices, procedures, and policies of the California Law Enforcement Telecommunications System (CLETS); principles and methods of training and instruction; research techniques, methods, and procedures; knowledge of principles and capabilities of computerized records management systems; ability to proficiently utilize computerized equipment; skill in computer operations, records archiving, and RMS/CAD utilization.

Skilled in safely operating: modern office equipment, including computer equipment; and a motor vehicle.

Requisite Abilities

Ability to: provide administrative and professional leadership, supervision and direction for the Police Records Bureau; recommend and implement goals, objectives, and practices for providing effective and efficient records management services; supervise, direct, and coordinate the work of supervisory, professional, and clerical personnel; select, supervise, train, and evaluate staff; analyze problems, identify alternative solutions, predict consequences of proposed actions, and implement recommendations in support of goals; establish and develop comprehensive police records bureau-related training programs for Police Department personnel which effectively address mandated requirements; research, analyze, and evaluate new police records methods, procedures, and techniques; prepare and administer budgets; prepare clear and concise administrative and financial reports; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; effectively represent the Police Department in meetings with representatives of Federal, State, and local public safety organizations; communicate clearly and concisely, both orally and in writing; and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: