

CITY OF WINTERS

RECORDS & INFORMATION SYSTEMS MANAGER

DEFINITION

Under the general direction of the Police Chief or his/her designee, supervises, plans, schedules, coordinates, and reviews the work of Records Section personnel and provides administrative and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Receive General Direction from the Police Chief.

Exercise direct supervision of Records Section personnel and/or volunteers, as assigned.

EXAMPLES OF DUTIES

Act as the custodian of records.

Manage the daily operation of the records division to ensure efficiency and compliance with laws, policies and procedures.

Manage Property and Evidence.

Develop goals and objectives for the records division.

Manage the selection, implementation and training of the department's records management system (RMS).

Research, recommend and implement policies, procedures and modern management methods and techniques.

Assist with preparation of the department's budget.

Manage records personnel to ensure compliance with policies, procedures and legal mandates, including compliance with federal, state and local mandates for release of information.

Coordinator for records training in the department.

Provide systems management, file maintenance and quality control functions for the automated records management and mobile data system.

Provide systems management for Live Scan, Cal Photo and Critical Reach programs.

Act as Agency Terminal Coordinator for Department of Justice criminal justice information systems, systems networks and services.

Act as Police Department liaison for the Department of Justice, the District Attorney, Probation and the Superior and Traffic Courts regarding record administration.

Hire, train, supervise, evaluate and discipline subordinate records personnel.

Conduct internal investigations of internal problems and citizen complaints pertaining to records activities and personnel.

Provide technical assistance to police personnel.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of public and police administration, organization, budgeting, and personnel management.

Functions and relationships of the criminal justice system, courts and law enforcement agencies.

Manual and automated records management systems.

Criminal justice information systems, system networks, and services.

Principles, codes, and regulations and laws governing records management.

Principles and practices of management, supervision, training and performance evaluation.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Manage, direct, supervise and evaluate the activities and staff of the records and communications section.

Organize and administer a criminal record system.

Interpret and apply provisions of federal, state and local legislation, rules and regulations pertinent to the administration of the records and communications section.

Apply legal requirements and standards relating to the maintenance and release of records information.

Establish section procedures and ensure compliance with division and departmental policies and procedures.

Analyze systems and procedures to develop new methods and improvements for criminal justice information records management.

Assemble, analyze, evaluate data and prepare clear and concise correspondence, reports and statistical reports.

Testify in court regarding Police Department records when required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of education, experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade, supplemented by college level courses in public or police administration, or a related field. Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration or a related field is preferred.

Experience:

Four years of increasingly responsible experience in a law enforcement related records field, including two years of supervisory or management experience.