

CITY OF WINTERS

SERVICES OPERATIONS SUPERVISOR

DEFINITION

Under limited supervision from the Chief of Police provides general supervision over assigned clerical, technical, and professional staff assigned to the services division.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief of Police. Exercises general supervision over assigned clerical, technical and professional staff assigned to services division.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL FUNCTIONS

Plans, prioritizes, assigns, supervises and reviews the work of staff assigned to the services division. Provides technical assistance to the operations division.

Recommends and assists in the implementation of goals and objectives of the department. Provides administrative support to the Chief of Police and related duties as assigned. Conducts Internal Affairs investigations as assigned by the Chief of Police. Acts as Liaison with outside agencies and other city departments.

Acts as the department Training Manager responsible for the assigning, scheduling, and monitoring of training to members of the department. Co-ordinates with the Field Training Program supervisor in the development, review, and implementation of the Field Training Program. Participates in the review of training and development of officers assigned to the FTO program.

Answers questions and provides information to the public.

Co-ordinates with the Records Supervisor in the development and maintenance of the Records Management System.

Participates in budget preparation and administration; prepares cost estimate for budget recommendations; submits justifications for personnel and equipment; monitors and controls expenditures.

Acts as a relief supervisor at critical incidents and as relief "Operations Section Commander" during an initiation of the Incident Command System.

Co-ordinates with the Chief of Police in the hiring of new personnel. Conducts "oral boards" and other testing for new hires.

Assists the Chief of Police in the acquisition and maintenance of department property and equipment.

Acts as a "back up" supervisor to the operations division; may review reports for accuracy and completeness; assists officers assigned to patrol.

MINIMUM QUALIFICATIONS

Ability to:

Organize, implement and direct law enforcement operations and activities.

Interpret and explain pertinent City policies and procedures.

Develop and recommend policies and procedures related to assigned operations.

Experience and Education:

Any combination of experience and education or training that would provide the required knowledge and abilities is qualifying.

Education equivalent to the completion of an Associate's degree with course work in police science, criminal justice, or a related field.

Possession of, or ability to obtain, a valid California driver's license.