

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- The technical operations of departmental areas of responsibility
- Federal, State and local laws, regulations, and ordinances specific to areas of responsibility
- The operations and practices of Police communications networks, including voice and data transmission, mobile digital terminal functions, record keeping and related computer functions
- The operations, practices, and regulations specific to Police technical records, and the detention of prisoners
- National Fire Protection Association Standards
- The methods, practices and procedures of public agency purchasing
- Laws, ordinances and other regulations governing public procurement

Ability to:

- Plan, organize, direct and evaluate the work of others
- Direct and conduct research, and analyze, interpret and report findings and recommendations
- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with all levels of fire or police personnel, city officials, city council, other law enforcement agencies and the general public
- Access facility or work sites that are in various states of completion or construction

WORKING CONDITIONS

Office setting; may have some work or construction site exposure.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Police, Business, or Public Administration or a related field and five years of progressively responsible administrative level experience in area of assignment.

Any equivalent combination of training and experience, that provides the required knowledge, skills, and abilities, is qualifying.