Employment Opportunity

Police Records Supervisor

Salary Range $4,577-$5,480

Compensation up to $6,024 with incentives

"We are committed to service, safety, and enhancing the public trust through professionalism and leadership"

Located near the east shore of the San Francisco Bay, the City of El Cerrito is an ethnically diverse community offering a high quality of life within one of the nation's most sophisticated and beautiful living areas.

El Cerrito Police Department is a modern, well-managed department providing police services to a community of 24,000 residents. The department has 46 sworn members, 10 Reserve Officers, 9 professional support staff, and a Volunteers in Policing Program.

Under general direction/supervision from the Police Captain, the Police Records Supervisor plans, schedules, assigns, and reviews the work of the police records staff; supervises, plans, coordinates, and manages the Department's records systems.

The City offers comprehensive benefits package including:

- Work Schedule: 37.5 hours per week
- Paid vacation: 82.5 hours after one year of service
- Sick leave: 104 hours per year
- 15 1/2 paid holidays
- Short and Long Term Disability
- Medical/Dental/Vision coverage
- Life Insurance
- Bilingual Pay: $100 per month
- Longevity Pay: 3%, 5%, 7% annually, based on years of service
- $725 annual Uniform Allowance
- Cal PERS 2.7% @ 55

Employment Applications can be completed online at www.el-cerrito.org.

All applications must be printed, signed, and returned to the Employee Services Division. Any supplemental questionnaires, information, and/or resumes should be included with your application.

First application review: 08/23/2012

THE CITY OF EL CERRITO

For more information contact the Employee Services Division at (510) 466-5005 or Police Personnel at (510) 215-4424

THE COMMUNITY

Located near the east shore of the San Francisco Bay, the City of El Cerrito is an ethnically diverse community offering a high quality of life within one of the nation's most sophisticated and beautiful living areas. With a population of almost 24,000 residents, El Cerrito has the advantage of being centrally located in a major metropolitan area. El Cerrito is an established community with a strong self-identity and a commitment to enhancing the quality of life for its citizens.

THE DEPARTMENT AND POSITION

El Cerrito Police Department is a modern, well-managed department providing police services to a community of 24,000 residents. The department has 46 sworn members and 9 professional staff.

Under general direction/supervision from the Police Captain, the Police Records Supervisor plans, schedules, assigns, and review the work of police records staff; supervises, plans, coordinates, and manages the Department's records management systems, including records maintenance, processing, and distribution. The supervisor also ensures the functions of the records unit meets all applicable laws, department policies, and legislative standards; coordinates, monitors, and provides technical input for assigned records management related tasks and programs; provides complex and responsible technical assistance to the Police Captain, Police Lieutenant(s), and Chief of Police; performs a variety of technical tasks relative to the assigned functional areas, and performs related work as needed. The Records Supervisor also analyzes, compiles, and delivers statistical data to the Department of Justice, Federal Bureau of Investigation, and Command Staff. Exercises direct and general supervision over police records specialists and those assigned to technical or clerical duties.

EXPERIENCE AND EDUCATION

Experience: Four (4) years of increasingly responsible clerical—supervisory experience with records management/data management in a public safety environment. Knowledge of, or experience with the New World Records Management System is desirable.

Education: Equivalent to completion of the 12th grade, supplemented by job related college level courses as well as specialized training in records management. A.A. degree is highly desirable.

License: Possession of, or ability to obtain and maintain a valid California Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of principles, codes, regulations, and laws governing records management and warrants procedures.
- Knowledge of principles and practices of employee supervision, including work planning, assignment, review, evaluation, discipline, employee development, and training in staff work procedures.
- Knowledge of functions, principles, and practices of law enforcement agencies.
- Demonstrated ability to administer an effective and legal records management system.
- Demonstrated ability to plan, develop, and implement staff development and motivational strategies.
- Demonstrated ability to supervise and process for search/arrest warrants, due diligence, and accountability of processing fees.

SELECTION PROCESS

The evaluation and selection process will consist of application and supplemental application screening, a written examination, and a Qualifications Appraisal Interview. The oral qualifications appraisal interview is designed to measure the job-related knowledge, skills, and abilities deemed critical to successful job performance.

Candidates whose names are placed on the eligibility list must undergo an extensive background investigation; and thorough medical and psychological evaluations that may include polygraph and drug testing - prior to appointment.

APPLICATION INSTRUCTIONS

Employment Applications and Police Department Supplemental Applications may be obtained from **and must be returned to** the Employee Services Division, City of El Cerrito, 10890 San Pablo Ave., El Cerrito, CA 94530; by calling (510) 466-5005; or at www.el-cerrito.org.

Qualified applicants receive equal consideration without regard to race, color, religion, sex, national origin, ancestry, age, marital status, or disability.

In accordance with the Federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, notification of such accommodations must be made to the City at the time the employment application is filed. Medical documentation must be provided upon request.

"***The City of El Cerrito is an Equal Opportunity Employer"***

Final Filing Date: Open Until Filled

Posted: 08/06/2012