

CLASS SPECIFICATION
Police Records Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, schedules, supervises and evaluates the Police Bureau's records management program and staff on an assigned shift; performs a variety of complex and difficult administrative support, program management and record-keeping activities for the division; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With administrative direction from the Police Records Manager, incumbents plan, schedule, coordinate and supervise the activities and personnel of the Police Bureau's Records Division on an assigned shift. Duties and responsibilities are carried out with considerable independence within a framework of regulations, policies, guidelines and procedures. Work and results are reviewed through inspection of records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements, plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, trains, supervises and evaluates the work and activities of staff engaged in preparing, processing, maintaining and retrieving a high volume of police records, data and reports.

5. Manages the dissemination of information to bureau staff, attorneys, courts and the public in compliance with laws, regulations, guidelines and procedures.
6. Participates in the development and implementation of policies, procedures and guidelines pertaining to the retention and dissemination of bureau records, data and reports.
7. Plans, oversees and participates in the training of division staff in the bureau's policies, procedures and guidelines.
8. Represents the bureau on local, regional and statewide intra-agency activities involved in the operation and management of the Records Division's programs and activities.
9. Responds to and resolves complaints and questions regarding division activities and personnel received from bureau staff, other agencies, attorneys and the public.
10. Researches and develops complex databases to support division and bureau programs, activities and decision-making processes.
11. Develops and maintains a variety of files, records and reports pertaining to division activities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Practices, procedures, systems, equipment and techniques involved in classifying, indexing, processing, filing, retrieving and controlling a large volume of police records and reports.
2. Federal, state and local laws and regulations pertaining to the dissemination of police records and reports.
3. Federal, state and local computerized police records management systems utilized by the Portland Police Bureau.
4. Principles and practices of budget preparation and administration.
5. Modern office management practices and techniques.
6. Select, motivate and evaluate staff and provide for their training and development.
7. Principles and practices of sound business communications.

Ability to:

1. Plan, schedule, coordinate and supervise the activities and staff of a large, complex police records management function.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

4. Understand, interpret, apply and explain relevant city, state and federal laws, regulations and policies.
5. Prepare clear, concise and comprehensive reports and other written materials.
6. Exercise sound expert, independent judgement within general policy guidelines.
7. Operate a personal computer and standard business software, including Access and Excel.
8. Present information clearly, logically and persuasively.
9. Communicate effectively both orally and in writing.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective relationships with bureau staff, members of other governmental agencies, community and business organizations, employees, attorneys, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and five years of progressively responsible experience in police records management; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

LEDS certification.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0922 ADMINISTRATIVE SUPERVISOR II. Adopted: 07-01-92

June 2009 - Change Job Class number from 7924 to 30000779, due to system change.