

South Jordan City

Job Description

Title:	Special Programs Administrator	Effective Date:	2/1/16
Org:	100600	FLSA:	Nonexempt
Pay Grade:	14	Workers Comp:	Clerical

GENERAL PURPOSE

Manage, plan, and coordinate special programs and projects of the Police Department under the direction of the Police Chief. Perform a variety of confidential and complex administrative duties for the Police Administrative Staff.

SUPERVISOR

Police Chief

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Conduct and oversee the coordination and planning for the Police Department's Crime Analysis Program. Identify resource needs. Recommend and implement policies and procedures. Effectively use crime analytic products and platforms. Produce analytic products and make deployment recommendations. Provide training to officers. Make presentations to command staff and other stakeholders as directed. Provide analytic support to field operations and investigations divisions.

Manage the department's GRAMA program, receive and review requests, redact reports, release documents per City policy and ordinance and state statutes. Identify resource needs. Recommend and implement policies and procedures. Responsible for the integrity of the Department's compliance with legal guidelines for release of information; research law to confirm departmental guidelines are consistent with state and federal law.

Manage the development and administration of Department grants. Forecast additional funds needed for staffing, equipment, materials and supplies.

Produce the Police Department annual report under direction of command staff. Coordinate, manage, and conduct research, collect data, draft and present report for final approval prior to official dissemination of report to stakeholders.

Manage other special programs and projects as directed by the Chief of Police.

Manage the administration of the Spillman system. Work with the IS department to communicate needs of the administrative services staff.

Provide administrative support to the Chief of Police and the Administrative Staff.

Transcribe all sensitive and/or confidential material for the Police Department.

Initiate and maintain files and records including official resolutions, ordinances, policies and procedures, budget, purchasing, personnel, payroll, and other records to assist in the administration of departmental programs; ensure proper filing, and maintain and update resource materials.

Collect, compile, and analyze information from various sources on a variety of specialized topics; write reports that present and interpret data, identify alternatives and make and justify recommendations.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.:

AND

B. Five (5) years of work experience in a Law Enforcement related environment and two (2) years of supervisory experience;

2. Special Qualifications:

Net 50 wpm using City approved testing method

3. Knowledge, Skills and Abilities:

Knowledge of law enforcement support principles and procedures. Knowledge of and skill using various law enforcement technology systems. Knowledge of pertinent federal, state, and local laws, codes, and regulations. Knowledge of principles and practices of fiscal, statistical, and administrative data collection and report preparation. Proper English usage, spelling, vocabulary, grammar, and punctuation. Communicate clearly and concisely, both orally and in writing.

Ability to operate a personal computer and Microsoft products.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Department level goals and programs.

4. Working Conditions:

Generally light physical effort, typically in an office setting with comfortable working conditions. Such conditions include handling light amount of weight, sitting, standing and walking in a normal office environment.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Official/Adm
Location:	Police	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1605