



## CITY OF ELOY, AZ JOB DESCRIPTION

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| <b>TITLE:</b>     | <b>Police Management Analyst</b> | <b>JOB CODE: 4103</b> |
| <b>EFFECTIVE:</b> | <b>July 1, 2014</b>              | <b>FLSA: Exempt</b>   |

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**Summary:** Under limited supervision, performs a variety of administrative management support for the Police Chief and Police Department, working independently in project research, grant administration and the preparation of reports and presentations for reviews. Duties include administrative functions including supervising staff, conducting studies and surveys, interpreting data, coordinating the gathering of information and data, policy development and operational evaluations. Incumbents act as a liaison with other departments.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides technical support services for the communications and computer systems of the Police Department; manages and maintains the system functions, and purchases technology equipment.
- Supervises the maintenance of communications and computer systems and equipment; and performs trouble-shooting to diagnose system problems; assists technicians as required; assures that the communications operations and equipment have maximum uptime and meet state and Federal compliance regulations.
- Monitors computer systems and applications; identifies and resolves operational problems and issues; analyzes operations and recommends procedural changes, new equipment and enhancements.
- Collects statistical information and compiles data for reports; prepares and reviews special and recurring reports, and assures the accuracy of the information and statistical data; monitors records systems, and assures that all reports and paperwork are accurately completed in a timely manner; inputs, updates, corrects, retrieves and releases data according to procedures.
- Develops and implements training on equipment, procedures and system upgrades.
- Trains and tests terminal operators; validates data base record entries to ensure record entry is valid, active and contains complete and accurate information.

- Supervises the staff of the police records unit; meets regularly with staff to resolve workload and technical issues; prioritizes and assigns tasks and projects; disciplines, trains, cross-trains and evaluates staff; counsels, coaches and instructs employees as required; monitors work, evaluates work performance and implements disciplinary actions.
- Assists with supervision of Communications/Dispatch and Animal Control divisions
- Prepares and tracks purchase requisitions and other disbursements
- Produces, processes, and/or analyzes a variety of information and/or data in assigned area of responsibility
- Reconciles financial transactions and reports
- Prepares a variety of reports summarizing project study and/or program data analyzes related data and makes recommendations based on findings
- Inventories, monitors, and maintains office furniture, equipment and supplies
- Participates in a variety of meetings, briefings, committees, and/or other related groups to provide support and/or expertise in assigned area of responsibility
- Manages grants and assigned special programs and projects including conducting research on special projects gathering information as requested by supervisors
- Participates in budget preparation and administration; prepare cost estimates budget recommendations; submit justifications for budget items; recommending expenditure requests for designated accounts; monitor and control expenditures and budget accounts
- Maintain payroll system and records; process paperwork for personnel actions including new hires, terminations, and promotions; work with Human Resource maintaining accurate personnel files; monitor performance appraisals and provide appropriate forms to staff
- Participates in the creation of training material and manuals
- Provides complex level support activities in support area of responsibility
- Assists the general public, governmental agencies, other internal departments, and/or other interested parties regarding request for information and/or inquires.
- Prepares and/or coordinates the compilation of information and/or other written documentation related to assigned area of responsibility which may include: assisting in drafting recommendations for changes in department policies, and operational procedures to improve efficiency and effectiveness
- Assures the absolute confidentiality of all records and information.
- Performs other duties as assigned or required.

### **Knowledge and Skills:**

- Knowledge of City policies and procedures.
- Knowledge of the functions, procedures, and policies of the Police Department.
- Knowledge of state and Federal laws and regulations governing public safety dispatch and law enforcement agency records.
- Knowledge of the principles of record keeping and records management, including Uniform Crime Reporting Program procedures.
- Knowledge of techniques for managing law enforcement communications systems, computers and dispatch equipment.
- Knowledge of principles, techniques, and objectives of grant funding programs.

- Knowledge of law enforcement patrol procedures and terminology.
- Skill in supervising staff, and delegating tasks and authority.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in reviewing, correcting and maintaining complex and extensive records.
- Skill in reviewing documents and extracting relevant information.
- Skill in handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in communicating clearly and concisely and relaying details accurately.
- Skill in remembering names, numbers and locations, and reading maps quickly and accurately.
- Skill in public relations and customer service.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.

**Minimum Qualifications:**

Bachelor's Degree AND three (3) year's law enforcement agency support services experience, including one (1) year of experience with the EPD; OR an equivalent combination of education and experience.

Must possess State of Arizona Driver's license; successful completion of a background investigation and polygraph is required; must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System (ACJIS), Arizona Crime Information Center (ACIC), and National Crime Information Center (NCIC).