



Title: Management Services Deputy Director

FLSA STATUS: Exempt

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Police Chief.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent including any combination of college level course work and commensurate work experience
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's license upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to provide executive level leadership to the Management Services Division of the Police Department (Administrative Services, Personnel Section, Community Services, and the Communications Bureau). This classification will manage a division composed of multiple sections, to ensure the success of the Police Department's mission of providing high quality community policing services. This is accomplished by leading and influencing cross-functional teams of both sworn and non-sworn staff.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Provides department direction by developing goals, policies and procedures, assigning research to staff, training managers, monitoring budget activities, resolving complex operational issues, overseeing the strategic planning process for the department, and writing reports and papers.
2	Manages administration and command staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, reviewing police reports, developing programs, and monitoring staff performance and development.
3	Assists the chief by representing the department to the public, with departments, on complex matters with the media, and at scheduled functions, assuming command in the absence of the chief, recommending disciplinary actions, and counseling management on sensitive issues.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle

PROTECTIVE EQUIPMENT REQUIRED:

None Required