



Title: Police Services Supervisor

FLSA STATUS: Exempt

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from a Police Lieutenant
Exercises direct supervision over Patrol Police Services Officers unit.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree in any field, or equivalent work experience.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid Arizona Class "D" Driver's License, Terminal Operator Certification.

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 perform responsible supervisory and administrative duties associated with Police Services Officers. This is accomplished by developing, planning, and implementing goals and objectives. This position plans, prioritizes, assigns and supervises the work staff and participates in the development and administration of the operating budget. It will evaluate the operations and activities of assigned responsibilities and serves as technical advisor, responding to requests and inquiries, preparing and presenting reports; selects, trains, motivates, and evaluates personnel. Other duties include conducting department training and completing related tasks as assigned.



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	Supervises staff by planning daily tasks and activities, sets and adjusts work schedules, establishes procedures and guidelines, recommends changes and adjustments; provides training, approves requests, evaluates assigned services, coaches for performance improvement and recommends personnel actions.
2	Administration of Police Services Officers. Works closely with police management assuring that proper procedures, techniques, policies, procedures, and applicable federal and state laws and city ordinances are adhered to; develops administrative policies and procedures; prepares correspondence, staff reports, and technical documents; participates in budget preparations and administration of the sections budget.
3	Operations of Police Services Officers. Schedules and coordinates staff assignments, reviews and approves daily documents, training requests, payroll; prepares reports, and technical documents on department procedures and policies.
4	Ensures all required equipment is in working order and conducts periodic inspections; monitors the use and maintenance inspections of all vehicles; monitors expenditures, vehicle parts, and fuel.



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		Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
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, Body Worn Cameras, printers, scanner, copy / fax machine, and related software, telephone, radio, Taser, baton, pepper spray, handcuffs, and vehicle

PROTECTIVE EQUIPMENT REQUIRED:

Taser, baton, pepper spray, handcuffs, traffic vest, soft body armor.