

POLICE RECORDS MANAGER

NATURE AND VARIETY OF WORK

This is responsible supervisory and professional administrative and technical work with the responsibility for the management of County-wide Police Department record collection, storage, and dissemination operations. The position incumbent is governed by a variety of Federal, State, and County laws, policies, and regulations. Supervision is exercised through line supervisors, reports, and work accomplishments. Work is performed independently, and is reviewed through reports and meetings with the Commander of the Informational Services Division.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions.

Develops, analyzes, evaluates and improves the effectiveness of records management as it relates to the organizational structure of the Division, manpower utilization, delegation of authority, management controls, information and documentation systems and similar functions of management.

Conducts records management studies for the development of records management policies, improved systems for storage and retrieval of information, and retention schedules and disposal of files and records.

Develops and implements micrographic system for retention and retrieval of information.

Analyzes and develops specifications for forms and develops directives for efficient work flow procedures.

Assists in the preparation of the annual budget for the Division.

Attends meetings and confers with Department Head and Commander on matters relating to the divisional activities.

Interviews and confers with a wide variety of employees, supervisors and managers, both within and outside of the department, to gather information and provide advice.

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Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILL AND ABILITIES

Thorough knowledge of modern manual and automated records systems.

Thorough knowledge of methods involved in organizing, conducting and supervising a records management program.

Ability to establish and maintain effective working relationship with professional counterparts, public officials, civic groups and the general public.

Ability to supervise and direct a large number of subordinates performing varied duties and to develop proper training and instructional procedures for employees.

Ability to prepare activity reports, work programs, budget estimates and special reports as directed.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration or a related field supplemented by four years of progressively responsible technical experience in several basic phases of records management including the development of improved systems, development of departmental disposition of retention schedules and guidelines for the disposal of the departmental records and files, or an equivalent combination thereof, preferably with a State, Federal or large law enforcement agency. An equivalent combination of education, experience, and training is acceptable which provided the required knowledge, skills, and abilities.

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