

JOB DESCRIPTION

Police Civilian Operations Supervisor

- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate degree in Law Enforcement or a closely related field and five years of experience, including two years of supervisory experience, in advanced administrative support within law enforcement or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Arizona Criminal Justice Information System certification.

Required Knowledge of:

- Bookkeeping and basic Accounting.
- Modern office procedures, practices and equipment.
- Principles and practices of effective employee supervision.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, external law enforcement agencies, vendors and the general public.
- Provide excellent customer service.
- Establish and maintain various manual and automated records and filing systems.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Analyze, appraise and organize facts and present material in a concise and logical manner.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Maintain strict confidentiality.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____