

POLICE TECHNICAL ASSETS COORDINATOR

Salary Range: NSP3 (Police Salary Schedule)

DEFINITION

Under general supervision, the incumbent coordinates, maintains, and oversees the technical assets, radio systems, and equipment of the police department; performs administrative and technical duties; provides responsible and efficient technical support to Supervisors, Managers, and Command Staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced-journey level non-sworn position within the Police Department. Incumbents in this classification work independently under general supervision and within the framework of established procedures.

SUPERVISION EXERCISED AND RECEIVED

The incumbent reports to an assigned Manager or Division Commander, and exercises technical and functional control of all police department technical assets, systems, and equipment.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Coordinates, tracks, and maintains inventory control and documentation of supplies and assets of the police department; purchases, stocks, stores, catalogues, issues and audits assigned supplies and assets.
- Ensures appropriate maintenance of all assigned equipment and assets.
- Serves as the department liaison for the city's IT department
- Conducts repairs, programs, and uploads data to appropriate systems.
- Develops and maintains asset, equipment, and system replacement schedules, including anticipated budgetary impacts.
- Maintains current expertise related to technical systems including the Computer Aided Dispatch system (CAD) and the Records Management System (RMS), radio, mobile data computers, and vehicle systems utilized by the department.
- Ensures mobile computer systems and cameras function effectively and reliably.
- Acts as the police department liaison with product vendors, repair personnel, and consultants.
- Represents the department at regional and local meetings regarding technical systems and assets.
- Participates in the preparation of the department budget related to technology and equipment.
- Performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of local government and police administrative functions, including budgeting, purchasing, and equipment management
- Principles, methods and equipment related to computer, communication, and technical systems, including local and regional radio infrastructure
- Methods and practices used in receiving, storing, and issuing materials, supplies, and equipment.
- Concepts of auditing and maintaining inventory records
- Principles, practices, and operating characteristics of Computer-Aided Dispatch (CAD) and Records Management Systems (RMS) used in law enforcement environments

- Functions and relationships within the criminal justice system, including supervised release systems (parole and probation), courts, and affiliated law enforcement and public service agencies
- Modern office procedures, methods, and computer equipment
- Record keeping principles and procedures
- Pertinent federal, state, and local laws, codes, and regulations
- Basic mathematical principles
- Correct English usage, spelling, punctuation, and grammar

Ability to:

- Protect and account for police department property and assets as assigned
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations
- Understand and act in accordance with city and police department policies, procedures, and rules
- Compile data and prepare accurate records and reports
- Communicate clearly and concisely, both orally and in writing
- Exercise sound independent judgment and discretion within established guidelines
- Analyze and resolve problems with minimal supervision
- Establish and maintain effective working relationships with those contacted in the course of work
- Work closely and effectively with a variety of City departments and divisions
- Use computer technology and applications in the performance of daily activities
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the 12th grade and three (3) years of increasingly responsible experience in public safety communications, asset management, and maintaining a radio/network infrastructure. Experience installing, maintaining, testing, and repairing electronic systems and equipment is highly desirable.

aGENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; uses standard office equipment and attends off-site meetings; sits at a desk for long periods of time; intermittently walks, stands, bends, squats, twists and reaches while performing duties; may lift equipment and/or documents up to 20 pounds; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone and/or radio.

Working Conditions:

Employees may be required to work on evenings, weekends and holidays, and participate in afterhours on-call assignments, and work unusual and prolonged work schedules as necessary.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.