



# City of Tempe

## POLICE ANALYTICS SECTION ADMINISTRATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	368	<i>Department:</i>	Police
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Communications Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Police Analytics Bureau Manager or from other command level/management staff.
Exercises direct supervision over unit supervisors and staff in the Police Analytics Bureau to include professional and sworn personnel.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of combined supervisory and management experience in a public safety or governmental environment.
<i>Education:</i>	Bachelor's degree from an accredited college or university in a field that supports the essential job functions of the position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid driver's license.</li> <li>● Possession of, or shall be required to obtain within six (6) months of hire, a Terminal Operator Certification awarded by the Arizona Criminal Justice Information Systems (ACJIS) Division.</li> </ul>
<i>Additional:</i>	Must pass police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the mission and values of the Police Department and City. To administer, direct and coordinate the activities of a unit or units within a bureau of the Police Department; to coordinate activities with other units, bureaus, departments, private business, outside agencies and community, and to provide complex staff assistance to the Bureau Manager, Assistant Chiefs and Police Chief. In the absence of a Bureau Manager, assumes responsibility for Bureau activities.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Lead and direct the professional staff work units within the Bureau as assigned.
- Administer daily operations of the Bureau, conducts staff meetings and actively participates in accomplishing organizational, departmental and workgroup goals and objectives.
- Provide direct supervision, mentoring and development to assigned unit supervisors and other subordinate employees.
- Ensure proper staffing of assigned workgroups.
- Regularly communicate with employees regarding their performance, address employee concerns, and work with employees to address work performance issues or deficiencies.
- Evaluate the performance of direct reports and ensure performance evaluations are completed on time for all Bureau staff.
- Work with employees to correct deficiencies; implement discipline procedures; authorized to determine appropriate disciplinary procedures up to written reprimands; recommend progressive discipline and/or performance measures to Bureau Manager, when warranted.
- Provide oversight and assistance in the recruitment and selection processes for the bureau; administer the selection processes for new staff; provide or coordinate staff training; assign work activities, monitor, review, and evaluate work processes and outputs.
- Interview applicants; manage background investigations; participate in recommending the appointment of personnel; provide or coordinate staff training; manage the training and employee development programs of assigned personnel; orient new employees and assigned staff.
- Approve or deny leave or overtime within a work unit, ensuring FLSA guidelines are followed.
- Participate and make recommendations in the development and implementation of Department, division, or bureau goals and objectives, policies and procedures.
- Establish and maintain effective working relationships with subordinates, coworkers, management, community and City stakeholders, officials, personnel from other law enforcement agencies, and the general public.
- Represent the Bureau at various meetings and conferences as assigned.
- Oversee and manage the administration of grants
- Promote teamwork and professional development to enhance the skills, knowledge, and abilities of personnel assigned to the Bureau.
- Assist in the preparation of the bureau budget; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Respond to, and promptly resolve difficult or sensitive issues or concerns from both internal and external sources.
- Ensure Department commitments are met in the staffing of external and joint operations involving Bureau personnel
- Ensure compliance with established MOUs, relevant collective bargain agreements, Departmental General and Operations Orders, and City Personnel Rules.

- In the absence of the Bureau Manager, assume the responsibilities of that position as designated.
- Support and assist in the development and implementation of departmental strategic planning; oversee the development, implementation, and maintenance of individual unit strategic plans.
- Assist in the implementation of technology regarding system improvements, application enhancements and new software and hardware.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective August 2023*