



# City of Tempe

## POLICE TRAFFIC PROGRAM SUPERVISOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	653	<i>Department</i>	Police
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Park Ranger Supervisor
<i>Safety Sensitive / Drug Screen</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

\*Drug screen required when assigned to the Police Department.

### REPORTING RELATIONSHIPS

Receives general supervision from supervisory or other management staff.  
Provides direct supervision to assigned staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years experience in law enforcement, judicial, transportation engineering or other related fields are required; in which experience in contract and/or grant development, administration, or public procurement process was gained. One (1) year of supervisory experience required.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in criminal justice, business, public administration, or degree related to the core functions of this position
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Possession of a valid driver’s license.</li> <li>• Possession of, or required to obtain with six (6) months of hire, an Arizona Terminal Operator Certification Level B.</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 City’s stated mission and values. To plan, assign, supervise and coordinate all elements of the Photo Radar Program within the City of Tempe.

## 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.

- Manages photo enforcement and other traffic related programs.
- Performs contract administration duties in conjunction with Photo Enforcement including auditing for contract compliance, approval of vendor payments and resolving contract problems.
- Serves as a liaison with the City Court and City Prosecutors Office on operational issues, including citation amendments, officer court scheduling and other day to day activities affecting the police department.
- Serves as a member of the management team to address overall needs and concerns.
- Supervises employees and coordinates personnel-related activities to include, but not limited to training, approving work schedules, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.
- Performs a broad range of oversight of vendor responsibilities.
- Manage multiple projects simultaneously and use sound judgment in prioritizing work assignments.
- Evaluate and analyze bid and contract provisions to ensure compliance with City policies, public procurement and contract law.
- Work independently and under pressure.
- Comprehend and make inferences from complex written material and verbal and/or written instructions.
- Analyze vehicle collision data and other traffic enforcement matters and statistical information to establish deployment strategies.
- Make mathematical calculations and draw logical conclusions.
- Provide thoughtful and thorough analysis.
- Attend or conduct various meetings as needed.
- Manages customer complaints and provides appropriate and alternative solutions; follow up to ensure resolution with other city stakeholders.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to recognize exceptional job performance and correct deficiencies; implement disciplinary action as necessary; and ensure adherences to proper workgroup procedures and policies.
- Perform site visits and evaluations in conjunction with vendors regarding photo radar placement.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Plan, develop and implement contracts with vendors, administer and revise contracts as necessary; oversee contracted vendors to ensure contractual compliance.
- Maintain awareness of legal requirements as well as industry standards and trends impacting the Photo Radar Program; incorporate into existing operations.

- Purchase necessary equipment and supplies; initiate bids for vendors, prepare bid specifications as required.
- Assist with the research of software/hardware to recommend operational efficiencies and business solutions.
- Enter and synthesize data and other information to compile statistics and other reports.
- Develop and implement analytics for various aspects of business operations.
- 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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective July 2024*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Police Traffic Program Supervisor**

**Job Code: 653**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			X	
Stationary / Stand			X	
Move / Traverse			X	
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*		X		
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors		X		
Around, in or on water	X			
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces		X		
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure		X		
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl		X		
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use		X		
Repetitive Wrist Use			X	
Repetitive Hand Use			X	
Climb Stairs / Ladders		X		
Neck Range of Motion			X	
Traverse Uneven Surface		X		
Traverse Even Surface		X		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	X	X	26-50lbs	X	X
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> <li>- May require working extended hours.</li> <li>- May work alone for extended periods of time.</li> <li>- Other mental attributes essential to this classification.</li> </ul>

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

*\*\*Hearing test is required*