



City of Lake Mary

Position Vacancy Announcement 16-25

POSITION TITLE: Support Services Supervisor
STARTING SALARY: \$22.18 - \$34.61
DEPARTMENT: Police Department (Support Services Division)

MINIMUM QUALIFICATIONS:

Minimum graduation from an accredited two year college with an Associate's Degree in Business Administration/Business Management or a related field. Must be able to pass a law enforcement criminal background check, including a CVSA and psychological exam. Must have or be able to complete FCIC certification and ICS 100, 200, 300, 400, 700 and 800 courses within six (6) months of hire.

State of Florida Driver's License with an acceptable driving record

Knowledge of State laws for communications and municipal ordinances regarding records.

Knowledge of FDLE CJIS Requirements

Knowledge of law enforcement communication systems; including E9-1-1 & Motorola Systems.

Ability to understand and work with varies technologies, systems, software and database.

Ability to communicate both orally and in writing.

Ability to deal with subordinates and the general public.

Strong supervisory and management skills.

POSITION FUNCTION:

This is responsible supervisory work overseeing the entire support services function of the Police Department to include Records Division, Property Management and Inventory, and Communications. Work is performed under the general direction of the Police Captain.

YOU MAY APPLY ON LINE AT WWW.LAKEMARYFL.COM. APPLICATIONS MAY ALSO BE OBTAINED FROM HUMAN RESOURCES, CITY OF LAKE MARY, 100 N. COUNTRY CLUB ROAD, LAKE MARY 32746 OR CONTACT (407) 585-1445.

This City is an Equal Opportunity Employer in compliance with the laws prohibiting discrimination on the basis of race, color, sex, age, marital status, religion, national origin, disability, or any other legally protected status.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Human Resources Manager immediately if you need a special accommodation.

Drug testing is required for this position. Successful applicants will be required to submit to a thorough background investigation including, but not limited to, driver's license review, arrest/conviction records, and a Computerized Voice Stress Analysis (CVSA). A certified examiner administers the CVSA with questions addressing illegal drug use and general questions of honesty and criminal history. Applicants selected for employment will be required to sign a conditional offer pending successful completion of a drug screen and psychological evaluation.

General Description:

This is responsible supervisory work overseeing the entire support services function of the Police Department to include Records Division, Property Management and Inventory, and Communications. Work is performed under the general direction of the Police Captain.

Essential Job Functions:

Provides supervision of services function and personnel.

Oversee and coordinate the design, implementation, maintenance, and administration of police communications, records and property & evidence systems, including related automated systems; coordinate with the City's information technology staff to ensure effective integration of police and other information systems

Recommend and implement section goals and objectives; establish performance standards and methods for the communications, records and property & evidence sections; develop and implement policies and procedures.

Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Serves as the official liaison between agency and Florida Department of Law Enforcement to ensure compliance with criminal justice information security and FCIC/NCIC standards.

Participate in budget preparation and administration annually; prepare cost estimates for budget recommendations; submit justifications.

Essential Job Functions (continued):

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Participate, maintain and conduct system and records audits for accreditation standards and FDLE and FBI Audits.

Plans and provides for future needs.

Attends and conducts various meetings.

Follows and enforces safe working practices and has a working knowledge of safety practices and procedures in accordance with the City's Safety Plan.

This position serves an essential role in the City's disaster preparation and/or disaster recovery efforts, as may be designated by the City's Emergency Manager.

Performs other duties as required and other work as may be assigned.

Minimum Qualifications

Knowledge, Abilities and Skills:

- Knowledge of State laws for communications and municipal ordinances regarding records.
- Knowledge of FDLE CJIS Requirements
- Knowledge of law enforcement communication systems; including E9-1-1 & Motorola Systems.
- Ability to understand and work with varies technologies, systems, software and database.
- Ability to communicate both orally and in writing.
- Ability to deal with subordinates and the general public.
- Strong supervisory and management skills.

Education, Training and Experience:

Minimum graduation from an accredited two year college with an Associate's Degree in Business Administration/Business Management or a related field. Must be able to pass a law enforcement criminal background check, including a CVSA and psychological exam. Must have or be able to complete FCIC certification and ICS 100, 200, 300, 400, 700 and 800 courses within six (6) months of hire.

Licenses, Certifications or Registrations:

- State of Florida Driver's License with an acceptable driving record

Essential Physical Skills:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Acceptable clarity of speech (with or without reasonable accommodation)
- Ability to access input and retrieve information from a computer
- Ability to view a display screen for extended periods of time
- Ability to access file cabinets for filing and retrieval of data
- Reading
- Writing
- Walking
- Standing
- Constant sitting
- Driving
- Light lifting and carrying (30 pounds and under)

Environmental Conditions:

- Work inside