

CITY OF
SIMI VALLEY

POLICE SERVICES SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, oversees, coordinates, and participates in the Parking Enforcement Program, the Vehicle Abatement Program, Oversize Vehicle Program, and front desk operations within the Police Department; supervises, trains, and evaluates assigned staff; implements program goals and objectives; and, performs a variety of administrative, supervisory, and technical tasks in support of assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervise and participate in all aspects of the Parking Enforcement Program, Vehicle Abatement Program, Oversize Vehicle Program, and front desk operations.
2. Participate in the selection of Police Services staff; provide or coordinate training; supervise and evaluate staff; work with employees to correct deficiencies; implement discipline procedures.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing service to the community; and implement policies and procedures.
4. Respond over the phone and in the field to public concerns related to parking enforcement, vehicle abatement, and oversize vehicle issues.
5. Monitor program compliance with laws, rules, and regulations related to provision of services; handle public relations and investigate claims and complaints.
6. Maintain records and develop reports concerning new or ongoing programs and program effectiveness.
7. Prepare informational material including news releases, flyers, pamphlets, and brochures.
8. Participate in the preparation and administration of assigned program budget, submit budget recommendations, and monitor expenditures.
9. Supervise and direct the placement of the radar trailer within the City.
10. May perform field or front desk duties, as needed.
11. Perform other related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic law enforcement theory, principles, and practices of their application to a wide variety of services and programs.
Technical and administrative methods of law enforcement including investigation and identification, records management, traffic control, parking enforcement, and care and custody of persons and property.
Operations, services, and activities related to parking enforcement, vehicle abatement, oversize vehicle program, and front desk operations.
Principles of supervision, training, and performance evaluation.
Police procedures, rules, regulations, and terminology related to assigned function.
Basic procedures, methods and techniques of budget preparation and control.
Pertinent federal, state and local laws, codes and safety regulations.
Recent developments, current literature and information related to parking enforcement and vehicle abatement.
Office procedures, methods, and equipment including computers and applicable software applications.
Report writing techniques.
Basic English, grammar, spelling, punctuation, vocabulary, and arithmetic.

Ability to:

Plan, coordinate, schedule police services functions.
Supervise, organize, and review the work of lower level staff.
Recommend and implement goals and objectives for providing community oriented programs.
Select, supervise, train, and evaluate staff.
Respond to requests, inquiries, and complaints from the general public in an appropriate manner.
Interpret and explain City policies and procedures.
Participate in preparing and administering program budgets.
Learn and apply municipal codes, vehicle codes, penal codes, and other applicable legal requirements.
Allocate limited resources in a cost effective manner.
Prepare clear and concise reports.
Operate office equipment including computers and supporting software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in criminal justice, police studies, or a related field.

Experience:

Two years of experience equivalent to a Police Services Assistant with the City of Simi Valley. One year of lead or supervisory experience is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site; exposure to computer screens and inclement weather conditions; may be required to work extended hours, including evenings and weekends.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; walk, stand, or sit for prolonged periods of time; light lifting and carrying; operate motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Created: September 2014