



# CITY OF SEDALIA, MISSOURI

## Job Description

<b>Job Title:</b>	<b>COMMANDER – ADMINISTRATIVE SERVICES</b>		
Department:	Police		
Supervisor:	Police Chief		
Date:	February 2012	Position No.	PD/2
FLSA Status:	Exempt	Random Substance Testing:	Y

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### Job Summary:

This position is responsible for utilizing technology and computerized resources to gather and disseminate information to the department and the general public and for administering the activities of the Administrative Support Division. Commander assignments rotate at the discretion of the Police Chief.

### Job Scope:

The purpose of this position is to oversee the technology operations and records management activities of the department. Successful performance helps ensure accuracy and accessibility of department files and information.

### Essential Duties and Responsibilities:

1. Plans, directs, supervises, advises, assists, trains, and evaluates the operations of and employees assigned to the Administrative Division; resolves employee grievances; counsels employees as needed.
2. Oversees the department payroll and accounting system; interprets and applies rules and regulations from the Finance Director.
3. Oversees purchasing activities; authorizes supply requests and purchases items for department operations; writes and administers bids.
4. Solicits, writes, manages, and executes state and federal grants.
5. Responds to major incidents, media inquiries, and resident complaints.
6. Serves as Staff Duty Officer one week of each month or as assigned by Police Chief; attends City Council meetings when prudent or necessary; represents the City of Sedalia at local civic functions from time to time.
7. Manages and maintains assigned shift files for employees, budget, and grants, coordinates training, and insures adequate equipment is available to accomplish mission of assigned bureau.

8. Conducts research, plans, and implements complex projects, including radio systems.
9. Remains on call after hours for computer-related problems.
10. Supervises Records Management operations and personnel.
11. Oversees background investigations of prospective employees.
12. Oversees data entry; ensures that information is released in accordance with state and federal laws.
13. Negotiates and executes contracts for computer operations and new personnel contracts.
14. Administers on-the-job training contracts with the Veterans Administration.
15. Manages the department's field training and evaluation program.
16. Assists with developing department policies and procedures.
17. Makes oral and written presentations to City Council, local civic groups, and other emergency services providers.
18. Performs duties of the Police Chief in his/her absence.
19. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Associates Degree required in Criminal Justice or related field prefer Bachelor's Degree
2. Prefer a nationally recognized Command School graduate
3. Minimum of 10 years experience in Law Enforcement
4. 5 years experience as a Sergeant in Sedalia or agency of similar size
5. All requirements of a Patrol Officer
6. Missouri drivers license
7. Must agree to be subject to random drug screen throughout employment.

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of computer science, including servers, hardware systems, software and operating systems, hubs, routers, switches, and wiring.
2. Knowledge of federal, state, and local laws and ordinances.
3. Knowledge of grant application and management practices.
4. Knowledge of 911 operations.
5. Knowledge of city personnel policies.
6. Knowledge and familiarization with a variety of operating systems and types of computer equipment.
7. Knowledge of city accounting, budgeting, and purchasing guidelines.
8. Knowledge of the principles of police science.
9. Skill in configuring, setting up, and operating software platforms and programs.
10. Skill in developing, implementing, and enforcing policies and guidelines.
11. Skill in using standard and specialized police equipment and vehicles.
12. Skill in the training and supervision of personnel.
13. Skill in oral and written communication.

**Guidelines:**

1. City codes and ordinances
2. Federal and state laws, and department policies and procedures.
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

**Complexity:**

The work consists of varied managerial and technical duties. Frequent computer operational problems contribute to the complexity

**Principal Working Relationships:**

1. Co-workers, service and repair personnel, other city employees and City Officials.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has direct supervision over the Records Supervisor and Records Technicians.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices.