

**MAJOR FUNCTION**

This is very responsible administrative and managerial work in directing the activities in Technical Services Division which includes; Communications, Records, Identification, and Property & Evidence Sections. The work involves responsibility for supervising, planning, organizing, directing, budgeting and expenditure controls for each of the sections. The work requires familiarity with all of the department's bureaus and divisions organizations and functions. Work is performed under the general administrative direction of Assistant Chief and is carried out with considerable latitude, independent judgment, and initiative within the framework of established policies and guidelines. Work is reviewed through observations, conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, directs and reviews, through the respective section heads, the activities of the Technical Services Division which includes Communications, Records, Identification, and Property and Evidence Sections. Supervises, reviews and coordinates staffing plans, makes recommendations in organization, department policies and procedures to obtain the most effective results. Prepares and administers annual budget for the division. Confers with Majors, Assistant Chief and Chief to resolve administrative service problems. Establishes and executes division policies, procedures, work performance and safety standards. Recommends the hiring, transfer, promotion, grievance resolution, discipline, or discharge of subordinate employees. Conducts performance evaluations, and recommends approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of modern management practices and techniques. Thorough knowledge of the department's organization, its functions, and policies and procedures. Ability to analyze complex problems. Ability to communicate clearly and concisely, orally and in writing. Ability to plan, assign, direct and review the work of subordinates and provide instruction in a manner conducive to improve performance and high morale. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Graduation from a four year college or university with a degree in criminal justice, criminology, business or public administration, or a related field; and five years of technical, staff or administrative experience in the public safety area or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Established: 04-09-92  
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10-07-03\*