

Title: Police Planning & Research Supervisor
PG: 54
Status: Civil Service
Position Reports to: Chief of Police
Department: Police

Class Code: 2063
Date: 09/08

GENERAL DESCRIPTION OF CLASS :

This is highly technical and professional position reporting directly to the Chief of Police. Work involves managing and facilitating the strategic planning function within the Police Department. In addition, the Planner is responsible for supervising the Grant Writing/Administration Unit. Work is performed with considerable latitude for independent initiative and judgment under general supervision. Work is reviewed through observation, conferences and evaluation of reports produced.

ESSENTIAL FUNCTIONS:

1. Conducts statistical research and analysis utilizing various techniques of data gathering.
2. Prepares, produces and staffs various administrative reports, to include special studies upon request.
3. Supervises the preparation and submission of grant applications to funding sources and is responsible for the management of grants awarded to the department.
4. Facilitates, develops and distributes short and long range plans for the department.

ADDITIONAL RESPONSIBILITIES:

Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of research/statistical methodologies, procedures and techniques.
2. Knowledge of current developments in the field of police planning and administration.
3. Ability to plan, assign and organize the work of subordinates.
4. Ability to apply professional statistical principles and techniques to a variety of assignments.
5. Ability to express ideas clearly and concisely in oral and written form.
6. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in either Public Administration, Criminal Justice, and/or Statistics.
2. Four (4) years of experience in statistical analysis and computer applications.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

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SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.