



CITY OF REDMOND
invites applications for the position of:

Police Support Services Manager

SALARY:	\$39.40 - \$53.18 Hourly \$6,829.00 - \$9,218.00 Monthly \$81,948.00 - \$110,616.00 Annually
OPENING DATE:	06/22/16
CLOSING DATE:	07/19/16 11:59 PM
JOB TYPE:	Regular, Full-time
LOCATION:	Public Safety Building, 8701 160th Ave NE, Redmond
DEPARTMENT:	Police

JOB RESPONSIBILITIES:

More than anything, our people make us great. City of Redmond employees view each day as an adventure and a new opportunity to shine. Our people bring unique skills and qualities to the table, embrace the values of integrity, accountability and commitment to service--and love working collaboratively to take our city to even greater heights.

Our employees thrive in an environment where thinking creatively, taking chances and trying new things are the status quo. It's what's helping to make Redmond the ideal place to live, work, play and invest. In every city department, innovation is the engine that powers our work forward--and all ideas and solutions are welcomed. Together, our talented teams have contributed to Redmond's recognition by Money Magazine as the "5th Best Small City in the Nation to Live." Our parks are exceptional, our crime rate is low, and our business community is vibrant.

When you work for the City of Redmond, you'll enjoy a healthy work/life balance with continuing education programs, leadership academies, wellness incentives, and a total rewards benefits program.

Take a spin around our website and discover how the City of Redmond can make your next career move a great one.

The **Police Support Services Manager** will oversee the activities of the records and evidence divisions, and 24/7 operations of the communications dispatch center.

Here are some of the duties of the Police Support Services Manager position:

- Direct, plan, supervise, and coordinate the activities of supervisory personnel.
- Develop strategic plan for long-term 911 dispatch center operations and participate in regional 911 meetings.
- Accurate reporting of police activity and records; manage, implement, and enhance police records and evidence systems; and have proper and legal collection, storage and disposition.
- Management oversight of evidence function, which includes solid tracking and accountability of evidence.
- Participate in on going labor-management relations activities.
- Serve as the Accreditation Manager for the department.
- Collaborate with staff to review departmental activities and identify future needs.
- Explore and investigate new technology opportunities as they arise.
- Assist in the preparation and administration of the division's budget and monitor expenditures to ensure operation within budgetary restrictions.

- Available to provide back-up coverage at the supervisory level.

UPON CLOSER LOOK:

The Police Support Services Manager requires:

Knowledge of:

- City, State and Federal laws and regulations pertaining to police support services.
- The Manual of Standards and Labor contracts.
- Modern law enforcement principles, procedures, techniques, and equipment.
- Management and supervisory principles and methods.
- The mission, values, goals, and strategic plans of the department.
- Dispatch, and police records, and evidence concepts.

Ability to:

- Establish and maintain effective working relations with agency members and City staff.
- Lead personnel to accomplish goals and objectives. Engage in activities that build trust from subordinates.
- Solve problems and be solutions orientated through city wide, cross departmental collaboration to problem solving, and write and communicate action plans.
- Develop and recommend policies, procedures, and budgets to meet division objectives and the overall goals of the department.
- Prioritize, monitor, and evaluate the work of staff. Organize and oversee work schedules and legal requirements.
- Communicate effectively with individuals and groups regarding complex or controversial issues or regulations.

DO YOU HAVE WHAT IT TAKES:

Education and Experience:

A Bachelor's degree; five (5) years of experience in a law enforcement agency, including three (3) years in a supervisory capacity. Supervisory experience in a Washington law enforcement agency is desirable. Prior experience in police 911 dispatch, police records and evidence is preferred.

Licenses and Other Requirements:

Valid Washington State driver's license at the time of hire.

FOR MORE INFORMATION:

Working Conditions:

Work is predominately performed indoors in an office environment. Occasional driving to other locations and attendance at evening meetings may be required. The work requires sitting, talking and hearing; frequently requires the use of hands to fingers, handling writing instruments, computers and office supplies which require repetitive arm wrist and hand movement. Occasionally, requires standing and reaching with arms and hands, climbing, stooping, kneeling, crouching, bending or crawling. May require occasional lifting not exceeding 30 pounds.

Benefits:

The City of Redmond offers an excellent benefits package including: flexible work hours; medical, dental and vision benefits; paid sick leave, vacation and holidays; life insurance; retirement; and career development including tuition reimbursement.

City of Redmond Values:

Integrity: We demonstrate sound, honest, truthful and consistent actions.

Accountability: We take ownership of our actions and responsibilities.

Commitment to Service: We are dedicated to seeking solutions for our community.

Selection Process:

The City is accepting applications from both internal and external candidates. The City may review existing application pools to fill this position, or use this pool to fill future vacancies. Top candidates will be contacted to participate in the next phase of selection, which may include testing and/or an interview.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.redmond.gov/employment>

Position #1600059
POLICE SUPPORT SERVICES MANAGER
KH

15670 NE 85th Street
Human Resources - 3rd Floor
Redmond, WA 98052
425-556-2120

redjobs@redmond.gov

Police Support Services Manager Supplemental Questionnaire

* 1. Please select your highest level of education.

- High school diploma or GED
- Associate's degree
- Bachelor's degree
- Master's degree
- J.D.
- Ph.D.
- None of the above

* 2. How many years have you worked for a law enforcement agency?

- None
- Less than 11 months
- Between 12 and 23 months
- Between 2 and 4 years
- Between 5 and 9 years
- More than 10 years

* 3. How many years have you worked for a law enforcement agency within Washington state?

- None
- Less than 11 months
- Between 12 and 23 months
- Between 2 and 4 years
- More than 5 years

* 4. How many years have you worked in a supervisory capacity, including: hiring and discipline recommendations, delegation of tasks/assignments; employee evaluations; setting work schedules; identifying and coordinating training needs of staff; employee recognition; and other managerial functions?

- None
- Less than 11 months
- Between 1 and 2 years
- Between 3 and 5 years
- Between 6 and 9 years
- More than 10 years

* 5. How many years have you in a 911 communications center?

- None
- Less than 11 months
- Between 12 and 23 months
- Between 2 and 4 years
- More than 5 years

* 6. How many years have you worked in a public records unit?

- None
- Less than 11 months
- Between 12 and 23 months
- Between 2 and 4 years
- More than 5 years

* 7. How many years have you worked in a police evidence unit?

- None
- Less than 11 months
- Between 12 and 23 months
- Between 2 and 4 years
- More than 5 years

* 8. Why are you interested in this position with the Redmond Police Department?

* Required Question