

## SUPPORT SERVICES TECHNICIAN

Code No. 4-01-032

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a civilian position in a Town Police Department responsible for preparing and managing the department budget. Work further involves assisting in the management of department day-to-day administrative and technical operations, including, but not limited to, fleet maintenance, purchasing and preparation of related reports and records. The employee reports directly to and works under general supervision from, the Chief of Police. May provide staff and supportive services to the Administrative Lieutenant. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares department budget in conjunction with the command staff, and presents to Town Board;

Conducts ongoing analysis of department costs and manages the execution of the budget;

Oversees the fleet maintenance program, including the acquisition and disposition of vehicles;

Prepares departmental reports and studies for the Town Board as directed by the command staff;

Conducts the bidding and purchasing of all departmental capital items;

Coordinates the utilization of personal computers in records maintenance and other tasks;

Serves as backup to the police records supervisor;

Provides support services to the Administrative Lieutenant as necessary;

Performs other support functions as assigned by the Chief of Police.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office practices and procedures; good knowledge of budget preparation and control; good knowledge of purchasing and bidding techniques; good knowledge of the capabilities and capacities of personal computers are related to records maintenance and other office tasks; good knowledge of the functions and procedures of police administrative operations; good knowledge of the relationships between police and other public and private agencies; ability to communicate both orally and in writing; ability to relate well to public and private sector officials and the general public; ability to establish and maintain effective working relationships; ability to follow oral and written directions; ability to function well under

emergency situations; analytical ability; organizational ability; good judgement; initiative; tact; honesty; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year paid full-time or its part-time equivalent experience in a police related activity, or in a professional\* capacity in the public or private sector involving finance, budgeting or accounting activities; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in police science, finance, accounting, business administration or a related field, plus two (2) years experience as defined in (A); OR,
- (C) Six (6) years experience as defined in (A); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

\* professional does not include clerical or secretarial work.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 18, 1991