

DIRECTOR OF STAFF SERVICES

Code No. 3-09-108

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative civilian position in a Town Police Department responsible for administering the Staff Services function. The Director is responsible for controlling and maintaining the communication and recordkeeping functions, implementing and maintaining the computer systems, assisting in the development and monitoring of the department budget, and supervising the day-to-day administrative and technical operations. General supervision is exercised over clerical, dispatch and labor staff. The employee reports directly to and works under general supervision of a Police Captain. 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.)

Supervises, trains and schedules clerical, dispatch and maintenance staff;

Assists in the preparation of the department budget with command staff and the Police Chief;

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

Plans, assigns, and reviews clerical work and instructs employees in the duties of specialized clerical work;

Assists in the implementation of computerized systems and coordinates the utilization of personal computers in records maintenance and other tasks;

Supervises and/or trains staff in the use of all computer systems;

Maintains control of warrant information in computer systems;

Supervises the preparation of department payroll, purchasing procedures and travel vouchers;

Maintains control over all department records;

Supervises the receptionist function and responds to difficult questions or concerns from the public;

Supervises the physical maintenance of the precinct.

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 computer systems as related to Police work; good knowledge of the functions and procedures in a Town Police Department particularly as

related to staff services; supervisory skill; analytical skill; organizational skill; administrative ability; ability to communicate orally and in writing; ability to establish and maintain effective working relationships; ability to maintain confidentiality; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with an Associate's degree PLUS EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent administrative* experience involving finance, budgeting, personnel management, or in a police related activity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year of experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*administrative experience does not include secretarial, clerical or receptionist experience. Acceptable experience must have involved direction and control of an identifiable unit or program, staff supervision, and involvement in planning, resource allocation, program evaluation and policy formulation.

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 23, 1992