

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE PROPERTY AND RECORDS ADMINISTRATOR - 1698

DEFINITION:

Under direction, to administer, through subordinate supervisors, the functions of the centralized Police Department's property and records section; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and reviews the diverse functions within the San Diego Police Department's property and records section;
- Reviews, evaluates, and makes recommendation on policies, procedures, and legislation impacting Police Department records retention and release practices, CAL-ID criminal history and fingerprint identification services, the receipt, storage, and disposal of evidence and impounded items, and the issuance and tracking of department weapons;
- Formulates and administers section operational policies;
- Consults with law enforcement and legal and technical personnel to assess or resolve sensitive, complex legal or procedural questions regarding section operations and issues;
- Meets with the public regarding cases requiring considerable subject matter knowledge or involving critical public relations issues;
- Reviews and evaluates the policies and practices of the section for accuracy, appropriateness, and efficacy;
- Selects, trains, and rates the work performance of subordinates;
- Resolves personnel and disciplinary problems;
- Makes preliminary budget recommendations and administers the section budget;
- Prepares administrative, operational, and statistical reports;
- Conducts studies of automated information systems;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time second-level supervisory experience working in centralized law enforcement Records, Property, and/or Evidence Division. Second-level supervision must include overseeing staff who have supervisory responsibilities.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.