

ADMINISTRATIVE RECORDS ANALYST

GENERAL PURPOSE

Performs a variety of administrative, analytic, and record keeping functions including, but not limited to, conducting special studies, research assignments, budget analysis, customer service, answering phones, records maintenance and property/evidence room management. Successful performance of the work requires the ability to work independently and perform complex analyses and research.

SUPERVISION RECEIVED

Works under the supervision of the Police Administrative Service Captain

SUPERVISION EXERCISED: None.

Provides administrative support for the Police Department mid-management and Police Chief, as well as the investigation unit.

ADMINISTRATIVE/RECORDS ANALYST DUTIES AND RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Performs a variety of police record keeping functions, organizes, assembles and files Criminal Offender Information and other police records, both current and archival.
- Secures and maintains evidence, ensures proper monitoring, record keeping and destruction of evidence.
- Provides and develops a variety of police-related reports to the public, other city staff, and governmental agencies.
- Oversees and ensures that the administrative functions of the organizational unit or program(s) to which assigned are effectively carried out.
- Conducts special research projects, including gathering, compiling and analyzing information, provides alternatives and makes recommendations on courses of action.
- Prepares complex reports, manuals, bid proposals, requests for proposals and other documents for special projects, programs and research, gives presentations on findings.
- Answers questions and assists in resolving problems requiring professional advice.
- Compiles information and maintains complex databases for tracking information for reporting purposes.
- Prepares and administers contracts for projects and programs including determining sources and vendors, coordinating activities and tracking expenditures.
- Prepares grant proposals and monitors grant activities ensuring compliance with stipulations and reporting requirements.
- Represents the Department/Program on various boards and committees, attends meetings ensuring the Department/Program's views are represented.
- Assist in the development, coordination and monitoring of the department budget, analyze costs, prepare a variety of fiscal, administrative and management reports.
- Represents the City, the department and/or a program area in meetings and maintains liaison with a variety of public agencies and community groups and organizations.
- Performs other duties of a similar nature or level.
- Prepares agenda reports for management staff.
- Conducts special projects, as requested, relating to a division or departmental programs.
- Administers the City of Capitola Parking Permit and Adjudication Programs.

MINIMUM QUALIFICATIONS

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid California driver's license; (C) No felony convictions or disqualifying criminal histories; (D) Must be able to read and write the English language.

Education and Experience:

Equivalent to graduation from a four-year college or university with major coursework in business administration, public administration, public policy or a field related to the area of assignment and two years of experience in providing professional-level administrative or operational support in a staff capacity, conducting operational research and assisting with the budgeting process; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. Experience in a public agency setting is desirable.

Necessary Knowledge, Skills and Abilities at Entry:**Knowledge**

1. Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
2. Proficiently learn and operate listed tools and equipment;
3. Operational, budgeting, staffing, policy and procedure or similar research methodology; Theories, operational practices and principles in area of assignment; Public sector budgeting principles and practices; Applicable laws, rules, ordinances and regulations; Principles and practices of project oversight;

Skills

1. Compiling and analyzing complex research, budgetary and operational data;
2. Preparing and administering contracts;
3. Preparing, administering and monitoring operational and capital improvement budgets;
4. Preparing complex narrative and statistical reports, correspondence, policies and procedures and other written materials;
5. Applying theories, principles and practices in the area of assignment;
6. Managing multiple tasks, often with competing deadlines;
7. Handling difficult situations appropriately;
8. Using sound, independent judgment within established policy and procedural guidelines;
9. Making effective presentations to individuals and groups; and
10. Communicating effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.

TOOLS AND EQUIPMENT USED

Telephone, computer, including standard and specialized software (45 wpm keyboard skill), copy machine, scanner, fax, calculator, hand truck.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or operate objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderately noisy. Stressful situations will be encountered on a moderate to frequent level.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This is a back-grounded position for law enforcement, and a successful applicant must pass a background.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 7/28/11

