



City of Irving Job Description

Research and Planning Coordinator

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| FLSA Status: | EXEMPT | Job Department: | Police |
| Job Code: | 33071 | Reports To (Job Title): | Assistant Chief of Police |

PURPOSE

This position is responsible for the planning, searching, analytical, and technological application functions of the police department. It is also charged with coordinating criminal justice grants, which includes ensuring all reports are submitted, verifying and controlling fixed assets lists, and coordinating requests for building maintenance needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Direct and manage crime and operation analysis projects.
- Organize and administer the long range planning and grant acquisition process which includes projecting service, staffing, facilities, and equipment needs.
- Identify grant funding sources; prepare grant applications or coordinate their preparation by others.
- Select, train, and evaluate the work performance of subordinates.
- Complete special projects as assigned.
- Prepare bid specifications, review quotes, and complete purchase requisitions.
- Assist in preparation and administration of the police department budget.
- Conduct annual capital assets inventory audit.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain and coordinate the crime analyst Listserv program which has 1000 members.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1-2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Oversee the acceptance of and expenditure of all Federal police grants

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree from accredited four year college or university in a relevant field of study.

EXPERIENCE

- At least two (2) years of experience in the criminal justice / law enforcement field and at least one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Government policy: Policies, operations, and processes at the Federal, State & local levels.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Software: Current word processing, presentation, spreadsheet, and data based programs used by the City.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Database Development: Creating and maintaining databases for large set data storage, retrieval, and analysis.
- Budget management: Developing plans & budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Program Assessment: Evaluating current / potential programs for effectiveness & efficiency.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- Critical thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct the performance, relative to the goals of the system.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Crime analyst units in other law enforcement agencies as well as Federal and County grant-related agencies.

EQUIPMENT AND PROPERTY

Computer, copy/fax machines, and mapping equipment

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.*

The employee constantly is required to listen, see, and/or smell. Frequently, s/he is required to carry, climb, drive a vehicle, grasp, handle, feel, lift up to 25 pounds, pull, push, reach, sit, stand, talk, and/or walk. S/he occasionally is required to balance, crawl, kneel, lift up to 50 pounds, and/or stoop, and rarely s/he must lift up to 100 pounds, and/or run. Specific vision abilities required by this job include close, distance, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The environment is quiet and free of hazards.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.