



## City of Irving Job Description

### Property and Records Manager

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Police
<b>Job Code:</b>	J041	<b>Reports To (Job Title):</b>	Deputy Police Chief (Technical Services)

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#### PURPOSE

To manage the daily operations of the police records, property, evidence and quartermaster functions to ensure that all records and/or materials are received, stored, archived, and distributed in accordance with sound legal, fiscal, and customer service principles. To perform the administrative and managerial duties involved in planning, organizing, and directing the overall activities of the Records Section and Property & Evidence Section.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Supervise, direct, manage, instruct, schedule, review, and evaluate the work activities of subordinate personnel.
- Develop, implement, and update rules, regulations, policies, and procedures relating to the efficient operation of the Police Property & Evidence and Records Sections.
- Participate in the development and implementation of goals & objectives, including identifying resource needs and recommending & implementing policies, procedures, and an annual budget.
- Act as the custodian of records for the Irving Police Department, including providing effective testimony in court proceedings.
- Ensure timely report entry by monitoring the daily number of reports to be entered by all locations.
- Review and update training for the Police Property & Evidence and Records sections.
- Lead in interviewing, testing, and selecting new personnel in the Police Property & Evidence and Records sections.
- Prepare the budget & monitors expenditures for Police Property & Evidence and Records sections.
- Ensure compliance of assigned personnel with laws, department policy, and standards of conduct, and also oversees discipline in each section.
- Ensure the property and quartermaster functions are well-staffed, which includes determining their staffing needs and interviewing, training, supervising, and evaluating staff.
- Oversee reception and management of inventory, especially property, evidence, equipment, clothing, weapons, radios, and keys.
- Manage quartermaster function, including writing bid specs, evaluating bid returns, and preparing memos for signature by the Chief of Police for purchases.
- Receive, verify, store, and dispose of large amounts of illegal drugs, including accounting to the tenth of a gram and ensuring any destruction of illegal drugs is conducted in accordance with state and federal laws and with City policies and procedures.
- Document, store & account for large sums of currency and weapons until disposition, return, or destruction; Receive, store & account for unit cash annually, maintaining cash on hand as required.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Coordinate with Irving Information Services Department and with outside vendors on technology support, implementation, and upgrades.
- Coordinate with the City Secretary's Office for appropriate archiving and destruction of records.

## **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 22 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 6 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

- Develops and administers the Property & Evidence and Records sections' budget of over \$400,000, excluding personnel.
- Follows City guidelines on purchasing needed equipment for department, utilizing all standing contracts (and purchases necessary outside the scope of standing contracts), ensuring the cost effectiveness of all purchases made by the property room for departmental use.
- Oversees the secure storage of large sums of cash evidence, seizures, and safekeeping until a final disposition leads to its return to the proper owner or it is deposited into the City's general fund, processing over \$150,000 per year; Safe contains over \$100,000, and Police escrow over \$160,000.
- Oversees the proper management of the Records Section's funds from the sale of police reports, as well as the Property & Evidence Section's petty cash fund.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Bachelor's Degree or equivalent education/work experience.

### **EXPERIENCE**

- At least five (5) years of related public safety records and/or property & evidence experience, including three years of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- NCIC Certification
- Appropriate valid Texas driver's license

## **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Open Records Act: Laws and guidelines related to fulfillment of requests for information.
- Police Records Information Resources: Various repositories of information used in police records and related legal documents.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Police Evidence: Laws and guidelines regarding confidentiality and chain of custody.
- State Code of Criminal Procedures: All laws pertaining to storage and release of evidence and Property.
- City Policy/State & Federal Guidelines: pertaining to purchasing procedures on the city level as well as State and Federal guidelines.
- Public Safety & Security: Rules and regulations to protect people, data, and property.
- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.
- Budgeting, Purchasing and Accounting: Budgeting, purchasing, and accounting principles and practices; and the analysis and reporting of financial data.
- Computers and Electronics: Computer hardware and software including applications and programming; especially the Records Management (RMS) computer systems and other peripheral equipment used by the property or records personnel.
- Education and Training: Instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans and test design principles.

## **SKILLS AND ABILITIES IN**

- Management of Financial Resources: Determining how money will be spent to complete work, accounting for these expenditures.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Computer software: Preparing documents in MS Word, Excel, and PowerPoint, and utilizing and property & evidence and inventory software.
- Mechanical/Technical: Operating office equipment, especially computers, copiers, fax machines, scanning equipment, film reader/printers and paper shredders.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Service Orientation: Actively looking for ways to help people.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.

- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, taking into account the needs of the audience.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.

## **GUIDANCE RECEIVED**

### **Departmental Goals and Priorities**

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

## **CONTACTS**

Regular interaction with a wide variety of people, including internal (across various City departments) & external customers, vendors, other agencies at the local and state level. Regular association with outside associations: Association of Records Managers & Administrators (ARMA), Texas Law Enforcement Records Association (TELRA), International Association of Property & Evidence (NAPE), and Texas Association of Property & Evidence Inventory Technicians (TAPEIT).

## **EQUIPMENT AND PROPERTY**

General office equipment, City cellular smart phone, computer, and various records.

## **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, sit, stand, and/or talk. Frequently, s/he is required to carry, climb, lift up to 10 pounds, pull, push, reach, and/or walk. Also, s/he occasionally is required to kneel or stoop.

## **WORK ENVIRONMENT**

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

The noise level in the work environment usually is moderate. Occasionally, the employee is exposed to strong smells or hostile behavior. While performing this job, s/he may be exposed to blood-borne pathogens, a dirty environment, extreme temperatures, air contamination, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others.

\* 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.