



City of Irving Job Description

Auto Pound Coordinator

FLSA Status:	Non-Exempt	Job Department:	Police
Job Code:	J332	Reports To (Job Title):	Designated Supervisor or Manager

PURPOSE

To plan, organize, manage, and oversee the Police Auto Pound operations serving designated departments or divisions within the police department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Oversee the inventory, inspection, verification, storage, security, and disposal of Police seized vehicles or property; Verify VINs for all auction vehicles.
- Make direct contact with vendors and/or citizens and resolve issues relating to seized vehicles or property.
- Participate in RFP process, monitor contracts, and ensure that each vendor's performance adheres to specifications and meet all City requirements.
- Assist and recommend goals and objectives for Auto Pound administration and inventory maintenance.
- Maintain Auto Pound and office area in secure, clean, neat, and orderly manner, which includes performing minor maintenance tasks as necessary; *as assigned*, oversee maintenance to City property or seized property while at the Auto Pound.
- Mail letters of notification regarding seized vehicles or property in accordance with state law.
- Organize and coordinate auction process for seized vehicles or property.
- Direct and oversee the activities of temporary staff or volunteers assigned to help support Auto Pound operations.
- Assist citizens, including answering questions and finding requested information.
- Answer telephone line, including answering inquiries and relaying messages.
- Maintain databases of key information, including databases for creating impounded vehicle list, auction list, and certified letters; Maintain Auto Pound vehicle paperwork filing system; Send old files to the Records Department to be archived and destroyed.
- Address, stuff, post, sort, and distribute mail.
- Inventory office supplies, and order as needed to maintain supply.
- Monitor multi camera security system.
- Prepare and / or assist in paperwork preparation for Justice of the Peace court cases.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Direct liaison with on-site contracted wrecker service.
- Periodically receiving telephone calls after hours concerning the Auto Pound.
- Coordinate and / or oversee repairs or painting of facility or parking lots.

- Review bid specifications and provide recommendations on Auto Pound process during the bid preparation process.
- Participate in budget development.
- As assigned, organize and coordinate auction process for citywide non-capitalized items.
- Prepare items identified for the City auction by receiving, transporting, storing, and tracking auction items for assigned departments.
- Performs minor maintenance and repairs on office machines.
- Ensure that the City and Environmental Protection Agency (EPA) policies are adhered to in regards to spillage and run-offs from stored vehicles / items.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees or vendors as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-2 employees or vendors.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position is responsible for storage and processing of approximately 4,000 seized vehicles on an annual basis, and the review and accuracy of the monthly Vehicle Release Report from the contracted vendor, as well as, each Auto Pound Auction Report from the contracted vendor. Further, it serves as final verification of contracted wrecker service paying the City the correct monthly fees concerning vehicles, property, and storage fees, as well as, contracted auction service paying the City the correct fees concerning the Auto Pound vehicles and property being auction to the public.

QUALIFICATIONS:

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

EDUCATION

- Equivalent to the completion of 12th grade and some college or vocational training in a related field.

EXPERIENCE

- Minimum of two (2) years of experience in supply acquisition and inventory with some experience in a leadership role.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have, or be able to obtain, a valid Texas Driver's license, along with a driving record which meets the criteria set forth by the City of Irving.
- Must have, or be able to obtain, NCIC certification.
- Must meet the Criminal Justice Information Services (CJIS) requirements.

KNOWLEDGE OF

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Office Systems: Administrative and clerical procedures and systems such as word processing systems, and filing and records management systems.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.
- De-escalation/Conflict Resolution: Techniques and methods to diffuse and manage dissatisfied individuals, which may involve sensitive situations.
- City Policy/State Guidelines: pertaining to the retention of records.
- State Transportation Code: All laws pertaining to the release and auction of impounded vehicles.
- County procedures for property hearings.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Planning: Sensing the environment and setting goals and objectives.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Service Orientation: Actively looking for ways to help people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Prioritization: Selecting, from multiple options, activities to achieve a goal, and handling multiple tasks simultaneously.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Persuasion: Convincing others to approach things differently.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Mechanical/Technical: Safely operating diverse office equipment including computers, copiers, fax machines, calculators, video systems, and telephones.
- Typing: Accurately entering information using computer keyboard.
- Focus: Adhering to strict deadlines while working in a fast-paced, multi-tasking environment.
- Self-Management: Working independently and with minimal supervision.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

Note: At departmental prerogative, guidance received may instead be represented by broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies.

CONTACTS

Internally, this position is constantly in contact with employees from all city departments, up to the Manager level, to fill police department requests and to discuss janitorial supplies, parts, materials and/or equipment controlled in the Auto Pound. Interact regularly with departments when monitoring the available auto pound space for inventory and receipt or disposal of auction items. Also interacts with officers to identify seized vehicles or property.

Externally, receiving request on a regular basis which includes checking the required forms or requests for accuracy and quality. It meets with vendors to discuss new products, services, and equipment for the Auto Pound. The position also interacts with vendors to identify, locate, release, or auction seized vehicles or property.

EQUIPMENT AND PROPERTY

This position utilizes a desktop computer, telephone, automobile and All Terrane Vehicle (ATV). Office machinery, such as multi-function center copier/scanner, desktop computer, printers, hole puncher, label maker, shredder, digital camera, telephones, and City issued cell phone.

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 is constantly required to listen, see, sit, stand, talk, and/or walk, carry, grasp, and lift up to 10 pounds. Frequently, s/he is required to drive a vehicle, push or pull, and/or reach. Occasionally, s/he is required to balance, climb, kneel, and/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 employee is occasionally exposed to moving mechanical parts, toxic or caustic materials, and extreme temperature or weather conditions. Sometimes work alone in the facility. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or 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.