

City of Fort Worth, Texas Job Description

Classification Title	Data Reporting Supervisor		
Job Code:	PR1421	Job Family:	Professional
Pay Grade	608	Date Reviewed:	07/08/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises the 24 hours a day operations of the Data Collection and Reporting Unit in the Police Department. Coordinates assigned activities with other divisions, outside agencies and the general public; and provides complex staff assistance to the Assistant Public Safety Support Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates the development and implementation of goals, objectives, and standard operating procedures. Recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implement improvements.
4. Directs, coordinates and reviews the work plan for services and activities to support 24 hour a day operations; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with employees to identify and resolve problems; and conducts periodic after-duty inspections of second and third shift operations.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
6. Oversees and coordinates compliance of unit operations related to Open Records Request laws, subpoenas, and court orders. Oversee compliance of privacy requirements for the police reports furnished to media agencies and citizens.
7. Monitors the operation of various recording and transcription equipment systems. Determines and schedules needed maintenance and repair.

8. Gathers, compiles, records and reports all data relating to processing various types of police reports (offense, incident, supplemental, etc.); ensures timely response in processing reports from officers and citizens; and determines needed improvements.
9. Manages budget expenditures, including overtime use/costs; and participates in the development of the unit's annual budget.
10. Coordinates emergency plans and activities with those of other divisions and/or outside agencies and organizations. Conduct operations in an alternate location during emergency situations.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of the Police Department report system.
 - Methods and techniques of processing dictated reports using a digital transcription system.
 - Operational characteristics of various types of transcription and recording equipment.
 - Operations and services of the Police Department.
 - Modern office procedures, methods and computer equipment.
 - Geography and surrounding area of the City.
 - Modern and complex principles and practices of employee training and specific transcription training.
 - Principles of municipal budget preparation and control.
 - Principles of supervision, staff scheduling, training and performance evaluation, and time & attendance procedures.
 - Pertinent Federal, State and local laws, codes and regulations, including the Texas Open Records Act.
 - The Uniform Crime Report procedures and coding requirements.
- **Skill in:**
 - Organization and time management.
 - Computers and applicable software.
 - Interpersonal relations.
 - Prioritization.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, direct and coordinate the work of subordinate supervisors and employees.
 - Provide supervisory leadership and coaching to foster a strong, customer-oriented team.
 - Select, supervise, train and evaluate subordinate employees.

- Recommend and implement goals and objectives for providing effective services 24 hour daily.
- Work with subordinate supervisory staff to redesign internal work processes to improve quality and efficiency.
- Gather, compile, record and report all data relating to offense report processing activities.
- Interpret and explain the offense report process policies and procedures.
- Prepare clear and concise administrative reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

HS Diploma/GED and six years of responsible clerical/transcription or administrative experience, including two years of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.