

**CITY OF TERRELL
TERRELL POLICE DEPARTMENT**

JOB DESCRIPTION

Job Title: Civilian Administrative Coordinator

Report To: Administrative Captain

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

General Summary

This position is designed to provide a responsible and professional level of administrative support for the daily operations of the Terrell Police Department. Must possess the ability to perform multiple tasks in a proficient manner, and prioritize those tasks efficiently with minimal oversight. The job responsibilities include a variety of tasks that require an above average knowledge in the application of computers, telecommunications equipment, and other areas of information technology. Must possess the skills to professionally and effectively communicate with law enforcement vendors that provide technical support, supply equipment, and provide a service to the department. Possess the ability to learn the functionality of multiple software programs and web-based applications. Work may include occasional after hours response due to major technological failures that interfere with operations of the department. Exercises no supervision over any member of the department, including direct or technical supervision.

Essential Duties and Responsibilities:

- 1. Training Coordinator**
 - a. Manage and ensure the compliance with all state mandated training requirements governed by the Texas Commission on Law Enforcement for all sworn and civilian employees of the department.
 - b. Maintain, process, and record all training requests for all members of the department, including ensuring adequate and timely travel accommodations associated to training needs.
 - c. Complete and maintain all appropriate documentation for entrance and completion of police cadets in any designated law enforcement training academy.
 - d. Manage all matters related to training as directed by the Chief of Police or Command Staff.

2. Quartermaster Coordinator

- a. Maintain and oversee the police equipment inventory.
- b. Coordinate the timely purchase, inspection, and delivery of departmental equipment as approved by the appropriate division commander or Chief of Police.
- c. Record and maintain all equipment requests and information regarding the issuance of such equipment in the quartermaster software program.
- d. Manage all matters related to equipment as directed by the Chief of Police or Command Staff.

3. Information Technology Specialist

- a. Ensure the daily maintenance and operations of all departmental software programs and hardware as designated by the Chief of Police or Command Staff.
- b. Work with the City of Terrell information technology vendor to ensure all contracted hardware, software, and instruments are functioning adequately and appropriately at all times for the department.
- c. Perform local administrative security tasks regarding employee usernames and passwords for windows operating systems and various software programs.
- d. Coordinate with vendors for the maintenance and support for the various software programs as designated by the Chief of Police or Command Staff.
- e. Archive all municipal jail and police station video surveillance for administrative purposes.
- f. Manage all information technology issues as directed by the Chief of Police or Command Staff.

4. Police Fleet Operations

- a. Assist in the purchasing, determination of equipment needs and specifications, and the outfitting of emergency and non-emergency equipment for the police fleet.
- b. Maintain the daily operations of the emergency and non-emergency equipment in the police fleet. Coordinate with the City of Terrell Fleet Maintenance Division or the appropriate vendor to ensure the equipment is repaired or replaced in a timely manner.
- c. Oversee and coordinate the execution of the monthly inspection for any vehicle qualifying under the high mileage vehicle inspection program.
- d. Complete any other tasks regarding police fleet as designated by the Chief of Police or Command Staff.

5. Radio Communications Coordinator

- a. Ensure the daily operation and functionality all of radio equipment used by the department.
- b. Maintain and coordinate interagency operability of the radio system to streamline police communications.
- c. Work with the radio system vendors for the purchase, maintenance, and repair of all radio equipment.
- d. Perform any tasks regarding the radio system as designated by the Chief of Police or command staff.

6. Community Outreach Coordinator

- a. Provide information to community members on how to develop and implement citizen awareness programs.
- b. Upon request, coordinate with the appropriate command staff for law enforcement personnel to make public appearances to educate the public on general safety or other areas of concern.
- c. Assist in the implementation of any community program designated by the Chief of Police or command staff.

7. Grant Coordinator

- a. Responsible for the application and maintenance of all state and federal grants.
- b. Coordinate with the appropriate state and federal agencies in complying with all grant requirements.
- c. Perform any tasks associated with federal and state grants as designated by the Chief of Police or the command staff.

8. Miscellaneous Administrative Responsibilities

- a. Assist in the collection and reporting of racial profiling data, uniformed crime reporting data, or any other requirement of information to be collected and reported by the department.
- b. Maintain and oversee the operations of the firing range including the range scheduling, grounds maintenance, and equipment repair.

Minimum Qualifications

1. High School Diploma or G.E.D.
2. No Experience Required
3. Must be able to pass a Criminal Justice Information Services background check, which includes a Complete Criminal History Check and fingerprint check through automated fingerprint systems.

Preferred Qualifications

1. Education and Experience
 - a. Some College Coursework
 - b. 1-2 years related work experience
2. Knowledge, Skills and Abilities:
 - a. At or above average computer skills.
 - b. Basic working knowledge of the current information technology practices and procedures.
 - c. Ability to work well with others in a team environment for long hours.
 - d. Ability to multitask and manage an extensive workload.

Licenses and Certifications and Satisfactory Completion

1. Valid Texas Driver's License

Physical Requirements/Work Environment

1. Physical tasks will include standing, pushing/pulling, fine dexterity, climbing, walking, lifting/carrying, bending, reaching and kneeling.