



INDEPENDENT POLICE ADMINISTRATOR

JC: 000212
PB: 5
FLSA: Exempt

BU: 91 (NR)
Created: June 2019
Revised: April 2021

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, provides highly technical subject matter expertise to the Independent Police Auditor Department including administering departmental related internal and external communications, auditing of collateral materials, maintaining webpages and participating in the specialized projects; performs related duties as required.

CLASS CHARACTERISTICS

This administrator level classification is responsible for providing highly technical and analytical subject matter expertise to the Independent Police Auditor Department. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment. Employees are typically assigned significant responsibilities above the journey level and customarily and regularly exercise discretion and independent judgment in the performance of all duties. This classification is distinguished from the Community Engagement Representative in that the latter is responsible for performing externally focused outreach and engagement functions, whereas the former is responsible for conducting internally focused administrative functions.

REPORTS TO

Independent Police Auditor or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Provides highly technical subject matter expertise to the Independent Police Auditor Department including administering departmental related internal and external communications, auditing of collateral materials, maintaining webpages and participating in the specialized projects
2. Assists the department with independent police investigations including video review and analysis, complaint investigation set-up, evidence retrieval, preparation of investigative reports and evidentiary attachments for disbursement, notification and scheduling of police officer interviews, maintaining confidential files and records and assists with the facilitation of the mediation program.
3. Develops, implements, and administers special administrative programs; analyzes current and historical trends; prepares and presents reports.

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4. Participates in special projects including research of new programs and services, budget analysis and preparation.
5. Prepares clear, concise, and competent reports, correspondence, and other written materials.
6. Oversees general office activities; procures supplies; approves invoices; develops personnel schedules; responds to inquiries; provides general analytical support.
7. Represents assigned area at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate.
8. Responds to and resolves difficult and sensitive inquiries and complaints

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of assigned program are including administrative, financial, or operations functions
- Principles and practices of program development and implementation
- Principles and practices of budget preparation and administration
- Methods of administrative, organizational, economic, and procedural analysis
- Methods and techniques of statistical and financial analysis
- Business computer applications for statistical analysis and data management
- Principles and practices of procurement, purchasing, and accounting
- Methods and techniques used to conduct a variety of analytical studies
- Principles, practices, methods, and techniques of report preparation
- Principles and procedures of record keeping
- Office equipment including computers, supporting word processing, and spreadsheet applications
- Related Federal, state, and local laws, codes, and regulations

Skill/Ability in:

- Performing complex analytical duties
- Preparing, administering, and monitoring capital and operating budgets
- Organization, administration, and management
- Maintaining accurate records and files
- Preparing clear and concise administrative, budgetary, and financial reports
- Collecting, evaluating, and interpreting complex information and data
- Reviewing and analyzing complex technical documents and proposals
- Developing and interpreting goals, objectives, policies, and procedures
- Analyzing complex problems, identify alternative solutions and recommend conclusions
- Working independently in the absence of supervision
- Interpreting and applying laws, policies, rules, and regulations
- Communicating clearly and concisely, both orally and in writing

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- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business, Public Administration, or a related field from an accredited college or university.

Experience:

Three (3) of professional verifiable experience in auditing, criminal justice administration or related experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 3910 – Private Detective and Investigators
Safety Sensitive: No