

CITY OF NEPTUNE BEACH
JOB ANNOUNCEMENT
Services Division Supervisor (Police Department) – FULL TIME

DESCRIPTION

The City of Neptune Beach is seeking an experienced Services Division Supervisor for the Police Department. The Services Division Supervisor is appointed by the City Manager and reports directly to the Services Commander. This position is an "At-Will" position that serves at the pleasure of the City Manager. The Services Division Supervisor is a key member of the Police Department team; responsible for the supervisory role of the Records Unit, functions include Records, Accreditation, Property Room, Crossing Guards and Clerical duties for the Police Department. Considerable latitude is allowed for use of independent judgment. Responsible for; maintaining compliance standards (internal & external), personnel inspections, quality assurance, audits and department inventories, staff inspections, research, statistical reports, Traffic Analysis and Crime Analysis. Participates in and oversees the preparation and maintenance of departmental clerical functions and records. Supervision is exercised over subordinate Records Clerks and Crossing Guards. As Accreditation Manager, is responsible for agency policy and procedure development, formulating and assisting in formulating policies which are applicable to the department bargaining unit. When required, assists in the preparation for collective bargaining on behalf of the Department. Must act in a confidential capacity to assist the Chief of Police and/or Commander regarding the City, Department and/or personnel. Works closely with the Service Commander and assists the Police Chief to further the Department's goals and objectives.

QUALIFICATIONS

Qualified candidates will have a High school diploma or GED; supplemented by previous experience and/or training involving records data input; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Must pass a background investigation, physical examination and drug test. Must be able to obtain and maintain all required certifications. Must be able to pass a pre-employment drug test and thorough background check. Must possess a valid Florida driver's license.

APPLICATION PROCESS

Qualified applicants may obtain an application here;

<http://ci.neptune-beach.fl.us/zupload/user/Budget-Financial/Application-2003-new1.pdf>

Hard copy applications must consist of a cover letter outlining qualifications, resume and three (3) professional references. Deadline for applications is:

12:00 p.m. (noon) on Thursday, October 19, 2017

If unable to obtain application online, contact the City of Neptune Beach directly at (904) 270-2400, extension 31 or email:

Mrs. Cheryl Bäck
116 First Street
Neptune Beach, Florida 32266
acm@nbfl.us

EOE

If claiming veteran's preference you must attach the correct DD-214 (Form 4) for consideration.