



PROJECT AND RESEARCH MANAGER

DEPARTMENT: POLICE
GRADE 17

CHARACTERISTICS OF THE CLASS:

Under the general supervision of a designated departmental supervisor, performs various administrative and support tasks in the police department including but not limited to maintaining personnel files, working with computer programs such as Livescan, FCIC/NCIC system, and related information technology related tasks. Responsible for locating, acquiring, and managing new and current grant funding. Performs any and all functions, projects, tasks, etc. as directed by the Chief of Police and/or his designee. Performs planning and research related tasks.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Maintains personnel files by scanning, filing, and updating.
2. Operates multiple computer systems related to assigned administrative duties Livescan, D.A.V.I.D., FCIC/NCIC, Microsoft Office.
3. Acquire and maintain new and current grants, grant writing, preparation of monthly, quarterly, and yearly reports.
4. Performs various Administrative and support tasks.
5. Performs various Information Technology related tasks.
6. Assists in the oversight and management of the accreditation process.
7. Performs administrative tasks relating to accreditation.
8. Oversight and management of projects throughout the police department collaborating with multiple units related to projects and operations that are both internally and externally funded.

REQUIREMENTS:

1. High school diploma or GED, 3 years experience working in a law enforcement agency.
2. Proficient with standard office suites and prior experience with proprietary software
3. Ability to communicate effectively, orally, and in writing.
4. Knowledge of grants, grant funding cycle, grant maintenance, grant writing.
5. Knowledge of police personnel files and certification maintenance requirements.

KNOWLEDGE, ABILITIES AND SKILLS:

1. Knowledge of general offices practices, procedures and equipment.
2. Ability to communicate effectively, orally and in writing.
3. Ability to follow oral and written instructions.
4. Ability to critically analyze information and problem solve.
5. Ability to think clearly and logically
6. Skill with modern office equipment
7. Ability to write thorough, accurate reports.

PHYSICAL REQUIREMENTS: 1

ENVIRONMENTAL REQUIREMENTS: 1

SENSORY REQUIREMENTS: 3,9