ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Sergeant (Logistics)
Job Code: 6086
FLSA: Non Exempt

Purpose of Classification:

The purpose of this classification is to lead and participate in the issuing of equipment and supplies to Police Department staff and maintaining related inventory.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned staff: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with assigned staff; assists with complex/problem situations and provides technical expertise; assists with training and instructing assigned staff regarding operational procedures and proper use of equipment; conducts equipment inspections; and assists with supervision of assigns staff by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Leads and participates in issuing uniforms, duty gear, and other department equipment and supplies: receives requests for gear, equipment and supplies; pulls stock to fill requests; issues and/or delivers materials to requesting personnel; prepares and submits equipment requisitions; and maintains logs/records and database of all materials issued.

Leads and participates in the management of vehicle logs and records: maintains master vehicle spreadsheet; updates and maintains vehicle information in inventory software, including changes to equipment assigned to each vehicle; monitors vehicles assigned to Logistics Unit and borrowed by officers and employees.

Assists with vehicle upgrades, repairs and related equipment installations: transports vehicles to various vendors, as needed; inspects completed upgrades, repairs and installations to ensure compliance with department standards; and coordinates installation and testing of computer and camera equipment with other City staff. .

Performs other duties in support of department operations: receives and processes work orders for building maintenance and repairs; manages surplus equipment; coordinates deliveries; processes timesheets;

Ensures that items are properly stored and secured; maintains control of equipment and uniform inventory; conducts physical inventory counts, including test counts, sight inventory, and low stock checks and adjustments; verifies and adjusts inventory records, as needed; and prepares and submits related reports and records.

Communicates with supervisor, subordinates, other City employees, vendors, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, timesheets, employee evaluations, inspection records, equipment lists and requisitions, invoices, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Criminal Justice, Inventory Management, or a related field required; supplemented by three years of experience in law enforcement, inventory management, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain Basic Law Enforcement certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation

to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, odors, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or firearms.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.