



## ADMINISTRATIVE LIEUTENANT

**DEPARTMENT:** Police

### **NATURE OF WORK:**

Performs advanced professional, technical, and administrative police work in several major functions, to include, but not limited to: accreditation, records, grants administration, training, planning and research, crime analysis, recruitment/selection, and fiscal functions of the Police Department. Responsible for the enforcement of laws and the performance of related activities to maintain public peace, protect life, and property.

Duties are performed under the general supervision of the Chief of Police.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Serves as VLEPSC Accreditation Manager; ensures standards are met and documents and reports are prepared and maintained as required; coordinates the re-accreditation process and other accreditation requirements, as necessary.

Manages day-to-day operation of Administrative Services, including coordinating, assigning, and delegating work; establishes priorities, problem-solves, and monitors unit's effectiveness.

Oversees fiscal management of grants, records management system, and electronic imaging/scanning process.

Monitors and evaluates performance of assigned personnel; conducts performance evaluations, provides counseling, and recommends disciplinary actions as necessary.

Manages the fiscal management function of the Police Department. Coordinates the development of the Department's Budget.

Supervises newly hired Police Recruits until they begin work with Field Training Officer or other personnel; administers overall training function of Police Department. Develops the annual training plan.

Coordinates and manages officers working extra duty.

Manages the department inventory of most equipment, uniforms, and supplies; assists with the inventory of vehicles, radios, and firearms; maintains inventory of all fixed assets of the department.

Purchases all equipment for the department; works with others to analyze equipment needed; establishes and maintains working relationships with vendors and County's Purchasing Department.

In conjunction with Human Resources, assists with all recruitment and selection activities for the Police Department.

Coordinates development of departmental goals and objectives; updates departments' Performance Measures and Strategic Management Plan; monitors periodic status reports for attainment or non-attainment of goals and objectives.

Analyzes departments' operational procedures; identifies problem areas and recommends solutions; develops and implements data collection processes necessary to carry out analysis; determines methodology to utilize an applicable criteria; evaluates conclusions and recommends alternative strategies.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are generally performed in an office setting; requires travel to crime and emergency scenes, as necessary.

Operates County vehicle, general office equipment including computer keyboard, telephone, fax machine, copier, calculator, police radio, and handgun.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the policies, rules, and regulations of the department.

Thorough knowledge and the ability to effectively implement approved practices, principles, and procedures of police work.

Thorough knowledge of pertinent Federal and State laws and County ordinances.

Thorough knowledge of the use of police records and their application to the solution of police problems.

Considerable knowledge of adult training theories and modern methods of career development.

Considerable knowledge of the administrative, management, and financial procedures that pertain to law enforcement agencies.

Ability to assign, direct, and supervise work of sworn and civilian personnel.

Ability to effectively plan, organize, and coordinate operations dealing with multiple personnel.

Ability to operate a computer and maintain computerized files. Must have knowledge of computer programs used throughout the County and programs specific to the department.

Ability to research, develop, and administer complex problems in law enforcement.

Ability to analyze information and recommend solutions to issues.

Ability to communicate accurately, concisely, and clearly both in writing and speech, including public speaking.

Ability to maintain effective working relationships with County personnel, elected officials, and the public.

Ability to deal with the public courteously and maintain satisfactory public relations.

Ability to work on several projects simultaneously, maintain schedules, and meets deadlines.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with major work in police science, business, planning, or related field; five years of satisfactory service with the James City County Police Department; or

Associate's Degree or 60 semester hours recognized by an accredited college or university; eight years of satisfactory service with the James City County Police Department; and

Two years of increasingly responsible experience in operational planning, research, adult training, and development theory, and financial management; or any equivalent combination of education and experience providing the required knowledge, skills, and abilities.

Date: August 2003  
adminliet418\_062\_01

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Administrative Lieutenant Position Number: 418  
Department: Police Division: \_\_\_\_\_

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others officers in other agencies
- Not essential to job function

## 2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input checked="" type="checkbox"/> Use postage machine                    |
| <input checked="" type="checkbox"/> Use radio/console  | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>ASP baton, firearms,</u>     |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Load bullets, trigger pull

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**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuousl
<b>Lift</b>						✓	✓		
<b>Push/Pull</b>						✓	✓		
<b>Hold/Carry</b>						✓	✓		

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Step stool                    | <input type="checkbox"/> 1 flight                      | <input type="checkbox"/> 1-2                                    |
| <input type="checkbox"/> 8' to 10' step ladder         | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                                    |
| <input checked="" type="checkbox"/> Extension ladder   | <input checked="" type="checkbox"/> 3 or more flights  | <input type="checkbox"/> 3-4                                    |
| <input type="checkbox"/> Other: _____                  | <input type="checkbox"/> Other _____                   | <input checked="" type="checkbox"/> Other: <u>See Stairways</u> |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function          |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>					✓		✓		
<b>Sit</b>				✓			✓		
<b>Walk</b>					✓		✓		
<b>Run</b>	✓						✓		

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) <u>SUV 4-wheel drive</u>			