



## JOB DESCRIPTION

**Title:** Police Information and Systems Coordinator

**Department:** Police Department

**Reports to:** Chief of Police

**Pay Grade:** 56

**Date Adopted:** April 3, 2020

**Previous Revision Date:**

**Last Revision Date:**

**Type:**  Full Time

Part Time

**FLSA:**  Exempt  Salary

Non Exempt  Hourly

**Union:**  Yes

No

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### Job Summary:

Performs a variety of duties including but not limited to manages all systems and processes in the Police Department, and for agencies contracting with the City of Beatrice, which will assist personnel in their ability to deliver public safety services; Establish and maintain all computer systems operational effectiveness; maintain all Beatrice Police Department Records; and train the appropriate personnel on computer system usage; Provide clerical services to the Chief of Police as needed and coordinate correspondence coming into and out of the Police Department; Prepare, monitor and administer the budget and coordinate with Police Department management on budget issues. This person reports directly to the Chief of Police.

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### Essential Functions:

1. Administer the computer systems utilized by the Beatrice Police Department, Beatrice Fire Department and those other agencies who contract for service.
2. Work with computer vendors to maintain the operational efficiency of the various computer systems. Including maintenance agreements, system upgrades and planning for future needs.
3. Coordinate with City IT personnel to resolve system problems, implementation of new users, hardware needs and installation of system upgrades.
4. Conduct training or coordinate training for users of the system. This will include both classroom and training in the field as needed.

5. Install new users to the system, coordinate the proper licenses and protocols for the effective use of the system.
6. Research, prepare and present ideas for systems which will improve the delivery of public safety services. This may include grant application and administration.
7. Serve as a liaison between different vendors when problems arise.
8. Assist contract agencies with efficient and effective uses of the various computer systems to better serve their agencies.
9. Maintain the Police Department's Records System including but not limited to: Enter data and information into the system; Check data for accuracy and completeness; Coordinate with users of the system to insure accurate protocols are followed; Develop and implement various reports needed from the system; Provide appropriate reports to the public when requested; and Supervise those clerical personnel who may be assigned to you from time to time.
10. Coordinate with the State of Nebraska to: Submit accurate crime data using the Uniformed Crime Reporting system; Train and assist contract agencies with properly submitting their Uniformed Crime Report data; and Properly implement the computer ticketing program.
11. This includes serving as the liaison between the State of Nebraska and the appropriate computer vendors.
12. Complete purchase orders and other bills from the Police Department for payment by the City.
13. Assist the Chief of Police with budget preparation and administration. This shall include assisting Police Department supervisors in administering parts of the budget they are responsible for.
14. Provide administrative, clerical, and customer assistance. Greet customers, prepare required paperwork, process payments, answer inquiries, and routine correspondence.
15. Answer telephone and assist the general public. Provide routine and general information regarding departmental and City policies and procedures. Respond to questions and requests for information or direct individuals to appropriate office, department, or personnel. Relay messages, make appointments, or schedule meetings.
16. Receive complaints by phone or in person.
17. Provide administrative support for Department. Type and proofread a variety of documents including correspondence, reports, memos, letters, notices, forms, notes, meeting minutes, etc.

18. Maintain and update information by hand or via data entry in various manual and computerized files, records, and logs. May purge files and prepare for document imaging. Organize files and retrieve data effectively.
19. Receive, sort, and distribute incoming and outgoing mail.
20. Order, inventory, and maintain adequate office supplies. Maintain office equipment and arrange for repair when necessary.
21. Process daily receipts and maintain cash drawer.
22. Organize and prioritize a number of varying tasks and generate work product in time frames given.
23. May maintain calendar and schedule of activities, meetings, and various events. Set up meetings and appointments. Coordinate activities with other City Departments, the public, and outside agencies. Coordinate travel arrangements and ensure that meeting facilities are prepared.
24. Schedule and attend meetings, take minutes, and transcribe as necessary. Coordinate and participate in the preparation and processing of agendas. Ensure agenda packet is complete. Publish public notice of meetings and/or hearings. Coordinate the duplication, collation, and distribution of agenda packets.
25. Perform miscellaneous and general office duties as needed.
26. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
27. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
28. Be available 24/7 during Department declared emergencies.
29. Assist investigators with data collection, retention and analysis during major police investigations.
30. Keep confidential information confidential.
31. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
32. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

33. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
  34. Perform other work which is consistent with the essential functions of the job.
  35. Perform other duties as assigned.
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**Education and Special License(s)/Certifications:**

High School diploma or equivalent required.

Associates Degree or additional courses in typing, bookkeeping, data entry, and office procedures and practices or equivalent experience preferred.

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**Experience:**

One (1) year of previous clerical experience preferred.

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**Skills:**

1. Effective oral and written communication skills.
  2. Good listening skills.
  3. Ability to perform basic math and accounting skills.
  4. Ability to apply accounting and bookkeeping procedures.
  5. Ability to work in office-cubical environment.
  6. Organizational skills.
  7. Analytical skills.
  8. PC computer skills. (Windows-based word processing and spreadsheet software skills).
  9. Manual dexterity.
  10. Ability to work in environment with constant interruptions.
  11. Good typing and data entry skills.
  12. Reading.
  13. Good customer/public relations.
  14. Ability to work independently.
  15. Working knowledge of word processing, email, and scheduling computer software applications.
  16. Excellent interpersonal skills.
  17. Excellent grammar, punctuation, spelling, and proofreading skills.
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**Mental Requirements:**

1. Ability to organize files and retrieve data effectively.
2. Ability to learn and understand PC software applications.
3. Alpha and numeric recognition.
4. Ability to prioritize work.

5. Logical reasoning.
  6. Patience.
  7. Ability to carry out assignments through oral and written instructions.
  8. Concentration.
  9. Accounting principles.
  10. Ability to compute basic math computations.
  11. Ability to work on several projects at once.
  12. Ability to work under distracting conditions.
  13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
  14. Ability to train and guide others.
  15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
  16. Ability to analyze complex problems and recommend possible solutions.
  17. Ability to multi-task.
  18. Ability to work under pressure.
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**Physical Requirements:**

1. Ability to lift 20 pounds and transport 20 feet.
  2. Ability to make and receive phone calls.
  3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
  4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
  5. Hand and eye coordination adequate to input computer data and operate various office equipment.
  6. Ability to sit and be attentive for extended periods of time.
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**Supervisory Responsibility (Direct and Indirect):**

None

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

  
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Tobias J. Tempelmeyer, City Administrator

4/3/2020  
Date