



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 649.2

Job Title: **POLICE ADMINISTRATOR(EXE LEV)**

Pay Grade: 30

GENERAL SUMMARY:

Plans, organizes, coordinates, directs and administers operating and staff activities within a functional area of the Police Department.

RESPONSIBILITIES:

- Plans, organizes, administers, supervises and evaluates assignments/job functions of subordinates.
- Prepares, monitors and modifies budgets and administrative and operating reports.
- Makes recommendations concerning policy procedures.
- Develops action plans and establishes long range and short range goals to enhance management objectives.
- Designs and develops manuals, reports and other communications.
- Participates on various special committees and programs, and coordinates activities with other divisions and departments.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Public Administration or a related field.

EXPERIENCE:

Seven years of professional experience in public administration, management or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year to year basis.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Deputy Directors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Police Administrator
Police Administrator

*Effective: October 1990
Revised: December 1995*