



We invite applications for the position of:
POLICE TECHNICAL SERVICES ADMINISTRATOR
\$11,943 – \$14,243 Monthly
Plus a comprehensive benefits package

**The City of San Mateo Police Department is looking for a qualified
Police Technical Services Administrator**

Why Join our Department?

The San Mateo Police Department is seeking a candidate to join our diverse and outstanding group of men and women who are dedicated to providing exceptional public service. The Police Department is committed to improving the quality of life and solving problems while protecting our community through professionalism, integrity, and excellence. We strive to be the model police agency that others will emulate and a leader in the County and in our profession, adopting creative and innovative strategies to prevent crime and support those most in need. We will continue to do this through cutting-edge technology, creative solutions to problems, by respecting individual rights, conducting fair and non-biased policing.

Look to some of the reasons why the City of San Mateo is a great place to work: https://www.youtube.com/watch?v= GTIzeSpc_g

What You'll Do

The Police Technical Services Administrator plans, organizes, directs, and coordinates the activities of the Technical Services Division within the Police Department, including police technical services; communications and public safety dispatch center operations; police records; police property and evidence; police computer and information technology; and public safety radio systems; coordinates assigned activities with other divisions and departments; and provides highly complex staff assistance to the Chief of Police.

The Police Technical Services Administrator receives general direction from the Chief of Police and exercises direct supervision of assigned management, supervisory, professional, technical, and administrative support personnel.

For a complete list of duties, reference our job specifications at <https://www.cityofsanmateo.org/DocumentCenter/Home/Index/86>

Who You Are

- You possess the knowledge of the principles, practices, terminology and management of public safety electronic, emergency communications, and information systems and the laws, techniques, and procedures relating to the maintenance, processing, release, and retention of police records.
- You possess the ability to organize, implement, and direct Police Technical Services operations and activities within the Police Department, including dispatch, records management, property/evidence receipt and storage, and projects related to public safety technology and communications.
- You possess the knowledge of legal guidelines pertaining to the maintenance and control of property and evidence and the operational requirements of law enforcement agencies, including pertinent local, state, and federal laws, rules and regulations.
- You possess the ability to work as part of a public safety management team and provide administrative and professional leadership and direction for assigned division and manage, direct and coordinate the work of management, supervisory, professional technical and support personnel.
- You possess the knowledge of methods, principles and practices of public administration and organizational management, as well as the principles and practices of research analysis and management.
- You possess the ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of assigned division's goals and objectives and interpret and apply the policies, procedures, laws, codes and regulations pertaining to the assigned division's programs and functions.
- You possess the knowledge of use and/or management of dispatch records management and computer aided dispatch systems; in addition, knowledge of modern office procedures, methods and computer equipment, including associated software.
- You possess the knowledge of the principles and practices of budget development, implementation and monitoring.
- You possess the ability to identify, coordinate, and resolve a wide variety of issues related to police operations.

- You possess the knowledge of the principles of management, supervision, training, and employee development and the ability to manage, train, and evaluate employees and mentor and develop the professional workforce of assigned divisions.
- You possess the ability to establish and maintain cooperative working relationships with City officials, other governmental agencies, department personnel, citizens and the public and represent the City, or the Department, in contacts with representatives of other agencies, City Departments, and the public.
- You possess the ability to communicate clearly and concisely, both in writing and orally and the ability to maintain confidentiality regarding sensitive information.

What You Bring

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelor's Degree with major course work in criminal justice, business, or public administration or a closely related field. A Master's degree is highly desirable.
- Five years of progressively more responsible management experience in a public safety communications or police records environment, including management and supervisory experience.
- Possession of, or ability to obtain, a valid California Driver's License and a satisfactory driving record.

A successful candidate must be willing to submit to a personal background investigation as required by the Police Department.

Bonus Points (highly desirable)

- Experience in the oversight and supervision of a police property/evidence unit
- Experience utilizing RIMS or other records management systems
- Experience responding to California Public Records Act requests
- Experience with the Racial and Identity Profiling Act (RIPA)
- Master's Degree
- Budgeting Experience

ADA Special Requirement: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment and dispatch center with some ability to lift and climb. Availability to work protracted or irregular hours.

Covid-19 Vaccination Requirement:

In order to promote a safe and healthy workplace for employees and members of the public who interact with employees or visit City of San Mateo worksites and facilities, the City requires all new hires to be fully vaccinated prior to their start date as a condition of employment. This vaccination requirement applies to all merits, per diems, retired annuitants, student assistants, interns and re-hires appointed by the City after January 10, 2022. Fully vaccinated means that the person received, at least 14 days prior, either the second dose in a 2-dose Covid-19 vaccine series (e.g. Pfizer or Moderna), or a single-dose Covid-19 vaccine (e.g. Janssen), as defined by the CDC. Candidates requesting a reasonable accommodation for an exemption from this vaccination requirement based on a medical condition or a sincerely held religious belief must notify lcoles@cityofsanmateo.org or (650) 522-7264 and complete the appropriate Accommodation Request form prior to the start date of employment. The City will review exemption requests on a case-by-case basis.

What We Offer

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 7.94% to CalPERS and New members contribute 6.75% to CalPERS
- Participation in the Social Security Program
- City contribution of 1.5% of base salary to Deferred Compensation, and matching up to 1.0% of the Employee's contribution
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- Employees receive a housing allowance of \$200 per month
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo
- This classification is represented by the San Mateo Management Association.

Are You Ready? Apply.

Submit an online application, résumé (*required*), and supplemental questionnaire at <https://www.calopps.org/city-of-san-mateo> or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **Sunday, July 31, 2022 @ 5:00 p.m. OR upon receipt of the first 50 applications, résumés, and supplemental questionnaires**, whichever occurs first.

Interview Process

All applications, résumés (*required*) and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; a Zoom oral board is tentatively scheduled for **August 24, 2022**.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – June 27, 2022; updated July 13, 2022

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print: Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO

Police Technical Services Administrator

Supplemental Questionnaire

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Do not put "see resume" as a response. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. **(Questionnaire responses must be submitted with the employment application.)***

1. Please provide a cover letter that includes a summary of your qualifications and management/supervisory experience and what you believe makes you an ideal candidate for this position (you may copy and paste letter as a response).
2. Please describe your experience, if any, in budget development, implementation, and monitoring.
3. Please describe your experience, if any, utilizing, managing, and procurement of law enforcement type technology such as computer-aided dispatch systems, mobile data terminals, records management

systems, land mobile radio infrastructure, body and vehicle camera systems, and digital evidence systems. Please include name of software/systems used and level of experience.

4. Please describe your understanding and experience, if any, in law enforcement records management according to California legislation and response requirements of the California Public Records Act.
5. Please describe your experience in policy and procedure development, employee training, and change management.
6. Please describe your experience, if any, in the oversight and supervision of a police property/evidence unit.