



Code: 9221
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police Identification

CLASS TITLE: DIRECTOR OF POLICE RECORDS

CHARACTERISTICS OF THE CLASS

Under direction, the class is managerial in nature, directing operations and providing administrative oversight to the Police Department's Records Division; and performs related duties as required

ESSENTIAL DUTIES

- Directs sworn and non-sworn management personnel responsible for overseeing the division's criminal records management, fingerprint identification, warrants processing, gun registration, subpoena processing, and related police records processing functions
- Manages all personnel and functions within area of authority
- Works with managers in evaluating current and developing new systems and procedures to improve efficiency of operations
- Monitors division's work functions to ensure established work objectives and productivity standards are met
- Develops and implements policies and procedures to maintain the security and integrity of criminal history records
- Reviews and evaluates existing and proposed records management operations, systems, and procedures including protection and disposition
- Works with a third-party vendor to ensure storage is maximized and utilized to capacity
- Functions as the Police Department's Freedom of Information Act Officer
- Confers with managers and vendors to address integrating new technologies into existing automated fingerprint identification and criminal records systems
- Acts as a liaison with local, state, and federal criminal justice agencies on issues relating to the sharing of criminal history records
- Prepares the divisions' operating budget
- Directs the division's administrative support functions
- Oversees the preparation of division's operating and management reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a related field, PLUS five (5) years of managerial experience in the planning and implementation of administrative and/or operational programs; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *records management principles, practices, policies, and methods
- *official and original records and documents organization, maintenance and system policies, procedures and techniques
- fingerprint identification operations

Moderate knowledge of:

- *applicable computer software packages and applications
- *supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *SYSTEMS EVALUATION – Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
December, 2021