

**MAJOR FUNCTION**

This is technical and supervisory work in the maintenance and replenishment of a comprehensive inventory of equipment and supplies, or technical and supervisory work overseeing the maintenance, preservation and disposal of police evidence and abandoned property. Work is performed under the general direction of a superior officer and is reviewed through periodic consultation, through the inspection of records and reports and by the results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

**Warehouse Function:** Maintains a comprehensive computerized equipment management and tracking system in the warehouse section. Manages the comprehensive computerized fixed asset inventory system including firearms, helmets, radios, body armor, cellular phones, pagers, etc. Manages the centralized functions of receiving and distributing equipment and supplies; completes all required paperwork. Performs periodic function checks on all stored equipment to ensure that it is in good operating order pursuant to accreditation standards. Performs quarterly inventories for all stored firearms and other essential police equipment in accordance with policy and procedures. Coordinates annual fixed asset inventory as required by city policy. Develops and maintains schedule for disposing of surplus property. Performs periodic inventories. Measures all personnel for the issuance of uniforms, vests, and other equipment and accessories; maintain records of clothing and equipment issued. Serves as logistics manager for department-wide equipment supply needs for emergency and crisis response. Develops and maintains commodity index for all issued equipment. Performs related duties as required.

**Evidence Function:** Plans, assigns, trains and supervises the work of subordinates in the evidence section. Maintains an inventory of all evidence and property impounded by the Police Department. Insures that impounded property is handled and maintained in accordance with department policy, accreditation standards, City ordinance or state statues. Insures that forfeiture money is handled properly and that other moneys are submitted to the general fund or law enforcement trust fund. Oversees the destruction of evidence or property. Oversees the transfer of weapons to the Sheriff's Department and the destruction of drugs. Serves as the custodian for and distributes money and drugs maintained by the department for its use in undercover operations. Performs related duties as required.

**Common to Both Areas:** Recommends the hire, transfer, advancement, grievance adjustment, discipline and discharge of subordinates. Conducts performance evaluations and recommends approval or disapproves of merit increases. Prepares and submits preliminary budget estimates and requests to department budget officer. Compiles and prepares monthly, quarterly and yearly reports as required. Performs related work as required.

**Other Important Duties (Common to Both Areas)**

Develop schedules and correspondences necessary to facilitate management of the warehouse/evidence functions. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills (Common to Both Areas)**

Thorough knowledge of the policy and procedures for the maintenance of an on-going inventory of equipment, supplies and materials. Considerable knowledge of Florida statutes, City ordinances and departmental rules and regulations dealing with the auctioning of abandoned or unclaimed vehicles and other property. Through knowledge of the principles of office management, purchasing, bookkeeping, fiscal processing and reporting. Knowledge of the methods and techniques of inventory

management and control. Knowledge of a variety of materials, supplies and equipment used in the Police Department. Ability to understand and apply the principles and practices of supply inventory. Ability to develop, implement, and maintain a computerized inventory management and information system. Ability to organize and supervise the organization of supplies for immediate retrieval. Ability to keep detailed inventory, stock control records, and to prepare reports. Ability to monitor inventory and recommend the purchase or repurchase of items. Ability to communicate effectively, verbally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to plan, organize, direct and train subordinates in a manner conducive to full performance and high morale. Considerable skill in the utilization of modern practices and techniques used in stock control or inventory material management. Skill in the use of microcomputer programs and applications commonly used by the City and those necessary to successful job performance.

Minimum Training and Experience

Warehouse: Possession of an associate's degree, or successful completion of 90 quarter hours or 60 semester hours at a college or university, and four years of experience that includes warehousing, purchasing, bookkeeping, financial management systems or inventory material management; or an equivalent combination of training and experience.

Evidence: Possession of an associate's degree, or successful completion of 90 quarter hours or 60 semester hours at a college or university, and four years experience that included duties as an evidence and property custodian/specialist or four years of professional law enforcement experience; or an equivalent combination of training and experience.

Necessary Special Requirements

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant.

The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 08-24-89  
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