



The City Beautiful

City of Coral Gables Job Description

Job Title: Police Planner
Department: Police
Classification: 5035
Pay grade: 20C
FLSA: Non-Exempt

Prepared Date: 3/07
Approved By: M.L. Hammerschmidt
Approved By: Marjorie H. Adler

Summary

Administrative work performing planning, research and evaluation functions in the Police Department.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Studies and evaluates Police operation and management procedures to identify areas of improvement and/or modification. Analyzes policies, procedures and deployment of personnel, materials and financial resources. Troubleshoots and resolves problems.

Participates in departmental projects to include, law enforcement surveys, programs and plans. Evaluates and presents statistical data in written and verbal forms.

Coordinates, facilitates the development of agency-wide long-range strategic plans. Researches, compiles and analyzes information. Presents results and monitors implementation. Draws conclusions, makes and presents recommendations.

Applies analytical methods to data gathered and summarized findings. Prepares forecast and planning recommendations for use in evaluating proposed projects and plans to include preliminary drafts. Finalizes documentation after review and approval.

Researches and analyzes cost effective means of obtaining project/product funding. Prepares reports and makes recommendations. Gives public presentations.

Organizes, prioritizes, schedules and manages daily work activities, tasks, and special assignments to include preparing reports, budgets, tables, charts, documents and manuals.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of law enforcement procedures, departmental SOP's rules and regulations, labor agreements and law enforcement procedures, administrative, operational and fiscal requirements of law enforcement, applicable Federal, State and local laws, codes and ordinances.

Considerable knowledge of modern office equipment including word processing systems, data bases, spreadsheets, graphics and type a minimum of 35 wpm, operate automated equipment, electronic data processing and telecommunications equipment. Oral and written communication skills.

Ability to troubleshoot and resolve problems, analyze, evaluate and develop procedures. Must be able to conduct researches and compile well organized information, maintain files, create forms and prepare reports. Ability to establish and maintain effective working relationships with departmental and other City employees, representatives of outside agencies and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in Criminal Justice, public/business administration, or related field.

Three (3) years experience in law enforcement or related field to include statistical analysis, planning, and research duties.

A comparable amount of training or experience may be substituted for the minimum qualifications.