



City of Friendswood

Assistant Information Services Supervisor

(Salary Range: \$50,378 to \$62,067 DOQ)

The City of Friendswood Police Department is currently accepting applications for a full-time **Assistant Information Services Supervisor**.

PURPOSE OF THE POSITION: This position will assist in the supervision of the Communications Unit assigned to provide critical telecommunications support to Police, Fire, Emergency Medical Service units, Animal Control officers, after hours utilities services, and the general municipal information activity for appropriate agencies. This position will also assist in the supervision of the Records Unit assigned to perform complex specialized record keeping and requests. They will assist in participating in organizational, budgetary, and operational planning; developing and directing programs to the City government in the area of Public Safety Communications; directing and supervising the 24 hour performance of the Communications Unit as well as the Records Unit.

DUTIES:

- Maintains and/or records statistical reporting
- Provides support for tasks including purchasing, correspondence, and preparation of lengthy departmental reports or manuals
- Organizes and prepares such monthly or annual reports of departmental activities as may be required for dissemination to other department users, City staff, State agencies, and the community
- Coordinates and schedules the personnel of the Communication and Records units
- Reviews and analyzes the work product of personnel for accuracy, timeliness, completeness, and adherence to policy and procedures
- Conducts performance appraisals on personnel including recommendations for payroll adjustments
- Prepares the biweekly payroll for the Communications and Records Units

REQUIREMENTS:

- High school diploma or G.E.D
- Technical training in the maintenance and operations of Police systems and databases
- Five to seven years of increasingly responsible experience in data processing with CAD software, system analysis work and system maintenance or similar experience in the civilian sector
- Seven to ten years of experience in Telecommunication functions, preferably with the Friendswood Police Department or other agency using OSS/Supervision law enforcement systems
- Leadership ability with the aptitude to make sound decisions in a manner consistent with the essential job functions

This position may require 24-hour availability during emergency conditions

To apply please log on to <https://cifriendswoodtx.applicantpro.com/jobs/>

This position will remain open until filled. The City of Friendswood is EOE/ADA and participates in E-Verify.

For questions please call at 281-996-3200