



T U L S A

PUBLIC SCHOOLS

**Job Title: Police Communications-Administrative Manager**

**Department:** Police Department  
**Reports To:** Police Chief  
**Grade:** CA-15  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Current Date:** November 21, 2016  
**Overtime Status:** Non-Exempt

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**Position Summary:** To coach, mentor and supervise police communications center and personnel in all areas related to dispatching and monitoring an emergency center. Reports directly to the Chief of Police for administrative duties

**Minimum Qualifications:**

- High degree of knowledge on computer aided dispatch CAD, Information systems, SCADA infrastructure.
- Must know budget and time keeping procedures, track all contract employees times and payments.
- Knowledge of contracts for the police department.
- Maintain complex systems related to daily administration of police functions.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Personnel management and scheduling.
- Records keeping.
- Budget responsibility.
- Maintaining communication with internal stakeholders.
- Schedule tracking for the Chief of Police.
- Assists the Chief of Police in daily operational needs.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Extensive knowledge in computer systems Microsoft, KRONOS, Munis and other district infrastructure used by the police department.
- Dispatch certified to sit in when needed.
- High level of organization and time management.

**Supervisory Responsibility:**

- Responsible for Communications Center- currently(5)12 month employees (1) 10 month employee and 5 stipend employees.
- Overall supervisory responsibility for police communications including 911, PBX and associated infrastructure.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office Environment

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