

CIVILIAN SUPERVISOR OF TRAFFIC SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City of Schenectady Police Department and involves the responsibility for managing the day-to-day operations of the Traffic Services Division. Direct Supervision is exercised over all subordinate civilian personnel assigned to the Division. General supervision is received from an Assistant Police Chief and any other ranking officer in charge of the division.

TYPICAL WORK ACTIVITIES:

Supervises all civilian employees assigned to the Traffic Services Division including Parking Meter Attendants, School Crossing Guards and office staff;
Carries out supervisory responsibilities in accordance with the Schenectady Police Department's policies, procedures, rules and regulations;
Participates in the recruitment, interviewing and selection process including making hiring recommendations;
Plans, schedules and assigns work;
Instructs and trains staff in proper work methods;
Reviews and approves work;
Conducts performance evaluations, recommends promotions and makes recommendations regarding unsatisfactory employees;
Schedules and assigns posts to all School Crossing Guards and Parking Meter Attendants;
Monitors and verifies attendance of personnel and makes necessary provisions for absences;
Manages the fiscal operations of the Traffic Division including monitoring revenue and expenses;
Participates in the annual budget preparation for the Traffic Division;
Oversees all monies collected from parking fees, taxi cab licenses and ice cream vendors and balances each account at the end of the day;
Monitors and orders supplies and equipment for the Traffic Division;
Tracks and approves all leave requests for civilian employees, ensuring proper coverage for crossing guards, parking meter attendants and office staff;
Manages the computer ticket tracking system and act as the liaison with the vendor;
Inputs information daily into the CAD and RMS systems;
Schedules court appearances and must be present at such court hearings to collect fine money, issue receipts and record dispositions of the parking ticket trials into the ticket tracking system;
Assists with answering phone calls;
Deals with the public on a face to face basis by accepting parking fine money, providing copies of accident reports, and answering

various questions;
Performs related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the standards, principles and practices of traffic division operations; good knowledge of administrative principles, practices and techniques; ability to deal effectively with the public; ability to supervise the work of others; ability to maintain financial records and statistical data; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and two (2) years of supervisory experience managing an office or similar type of operation; OR
- (B) Graduation from a regionally accredited or New York State College with an associate's degree and four (4) years of experience as defined by the limits of (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined by the limits of (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Adopted
CSC 04/15/08