

## **CITY OF ARCADIA**

### **LOGISTICAL SERVICES OFFICER**

#### **DEFINITION**

Under direction, to purchase police supplies and equipment; to supervise vehicle maintenance, building maintenance, and custodian services activities; and to oversee the inmate work program.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over maintenance and custodial staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervise and evaluate building maintenance and custodian services staff.

Purchase and maintain all department logistical supplies and equipment.

Manage the inmate work program.

Conduct inspections and maintain jail facilities.

Maintain, order, and audit logistical supplies; issue uniforms and uniform equipment.

Prepare staffing schedules for personnel assigned to the Santa Anita Race Track Overtime detail.

Purchase department badges and plaques for current and retiring personnel.

Coordinate the department vehicle fleet maintenance, repair and equipment change-over.

Coordinate vehicle detailing, new vehicle processing, and the fueling system.

Purchase and monitor fuel supplies; maintain gas pumps.

Assist with the vehicle fleet unit speedometer calibration through external agencies.

Review and distribute department mail.

Manage the in-custody prisoner medical accounts associated with the County reimbursement plan.

Monitor yearly registration for police vehicles.

Participate, direct, or report on various assigned department staff projects.

## **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Law enforcement patrol, operations, and administration functions.

Modern office practices, methods, and computer equipment.

Principles of supervision, training, and performance evaluation.

Principles and procedures of record keeping, filing, and report preparation.

English usage, spelling, vocabulary, grammar, and punctuation.

Basic mathematical principles.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Safe work practices.

Safe driving principles and practices.

### **Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

### **Ability to:**

Interpret and explain department regulations, policies, and City codes.

Prepare and maintain accurate and complete records.

Understand and follow oral and written instructions.

Prepare clear and concise reports.

Select, supervise, train, and evaluate assigned staff.

Plan and organize work to meet schedules and deadlines.

Conduct work in a safe manner in accordance with established policy.

Provide high quality customer service.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Two years of experience in storekeeping. Some supervisory experience is desirable.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Effective Date:** January, 1999