



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

STAFF SERVICES SERGEANT

EFFECTIVE DATE: May 1, 2008

DEPARTMENT: Police	WORK LOCATION: Police Station	FLSA STATUS: Non-Exempt	
CLASS CODE: 4350	RANGE: 22P	PENSION: Police	UNION: MAP
REPORTS TO: Special Services Division Commander	LEVEL OF SUPERVISION RECEIVED: General supervision by the Staff Services Division Commander. Chief and Assistant Chiefs regularly assign work and/or provide work guidance		LICENSE/CERTIFICATES: Illinois Class D Driver's License

SUMMARY:

Performs a variety of complex functions including maintaining, updating, and training subordinates to perform a variety of tasks. Regularly supervises, schedules, and assigns work to subordinates, prepares and maintains budget; deals with vendors; assists in selection of new recruits; answers inquiries; establishes goals and objectives; schedules and obtains qualified instructors for training purposes; coordinates hire-back schedules and billing.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Supervises, assigns work, provides work guidance and/or technical advice to Police Officers, Administrative Staff Assistant, POP, Court and Property Room officers, and other Police Department personnel. Reviews reports, makes suggestions for improvements, and approves/rejects reports. Supervises and schedules sworn Officers and civilian personnel within the Staff Services Section, adjusting for staffing coverage. Compiles yearly employee reviews; establishes goals and objectives for each position. Also arranges schedules and conducts in-service	Daily 85%

	training and provides training backup in the absence of instructors. Prepares training room for in-house or other agency training classes. Obtains, purchases and/or orders equipment, organizes instructors, moves furniture, etc.. Schedules new recruit testing, swearing in, uniform and equipment purchasing, hirebacks, memo responses, and staff studies. Answers inquiries from the media and composes press releases.	
2.	Oversees filing system of training, both manual and computerized, according to established file classification system to ensure quick retrieval.	Daily 10%
3.	Answers inquiries from vendors, subordinates, other Village personnel and the general public in person, by telephone and/or through written correspondence.	Daily 20%
4.	Complete other projects assigned.	Weekly 30%
5.	Prepares, supervises and coordinates training budget, purchases and maintenance.	Daily 20%
6.	Does research for and participates in Departmental budgeting and Capital Improvement Programs.	Monthly 10%
7.	Follows Village-wide and departmental policies, procedures, safety rules and practices.	Daily 100%
8.	Performs the functions of the Staff Services Division Commander in his absence.	Annually 20%
9.	Operates listed tools and equipment	Daily
10.	Acts as department PIO	Daily 10%

JOB NO.	OTHER RELATED DUTIES
1.	Performs other duties as required or assigned.
2.	Participates in the Village's annual auction process and schedules personnel to assist.
3.	Attends Village and Departmental meetings, graduations of new personnel, and roll calls.
4.	Performs other duties, tasks, and responsibilities as assigned.
5.	Director of Citizen Police Academy/ Facilitate Citizen Police Academy Alumni Program

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

- Supervises POP, Community Relations, Property Room and Court Officer Sections
- Supervises, assign work, manages, and train subordinates.
- Research, qualify and analyze information.
- Perform multiple tasks, schedules and prioritize.
- Communicate effectively, both verbally and in writing.
- Respond to subordinate and citizen complaints and concerns.

Establish efficient working relationships with Department employees, Village employees, citizens, and members of other law enforcement agencies

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

<i>Enter degree or coursework here</i>

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

<i>Enter number of years required here</i>

<i>Enter number of years required here</i>

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

<i>Enter specific application(s) here</i>

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.

- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.

- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.

- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.

- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Required Language:**

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Planning/organizing: Ability to plan large and small projects, organize use of time to meet deadlines. Ability to schedule projects.

Computer: Ability to prepare, store, make and retrieve documents. Ability to enter, analyze and retrieve data.

Problem Solving: Ability to gather and analyze information to resolve problems in a timely manner.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u> X </u>	_____
Walks	_____	_____	<u> X </u>	_____
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u> X </u>	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	<u> X </u>	_____	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

Corrected vision of...

Uncorrected vision of...

20/20
Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions

----- Amount of Time -----

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

Department Director

Reviewed Approval:

Human Resources Management Director

Approved:

Village Manager

Effective Date: _____

Revision Date: _____