



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## RECORDS SUPERVISOR

#19-130

**SALARY:**

\$8,616 - \$10,461 / Monthly

**Closing date 1/31/2020 at 5:00pm**  
(Opened 1/10/2020)

### Application Process

Apply online at  
[www.CalOpps.org](http://www.CalOpps.org)

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

### Selection Process

Oral Board Interview and  
Written Exercise  
Tentatively scheduled for

**February 19, 2020**

All applications will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



### ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan:

"Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

### ABOUT THE POSITION

The City of Redwood City, Police Department invites you to apply for the position of Records Supervisor. This non-sworn position performs a variety of supervisory, administrative, and technical duties associated with the activities of the Police Department's Records Unit. This position provides staff assistance to, and receives general direction from, the Administrative Division Commander or his/her designee.

Typical responsibilities include, but are not limited to:

- Plan, organize, assign, and direct the work of clerical personnel in the performance of major police support functions in the Records Section to meet unit deadlines and needs.
- Direct maintenance of departmental record-keeping system in accordance with legal requirements, City and departmental policies and standards.
- Develop, implement and modify clerical and informational systems and procedures to improve operations and comply with changes in policy or new legislation.
- Apply laws, court decisions, rules and regulations on the use and confidentiality of police records; implement training and procedures to ensure compliance; and approve release or inspection of police reports.
- Research, collect data, and prepare a variety of comprehensive statistical and written reports as required.
- Assist in preparation of the Records Unit budget.
- Supervise the processing and maintenance of a variety of police reports and records.
- Monitor and ensure proper working conditions for all automated systems and programs for maximum efficiency and use.
- Monitor departmental cash handling procedures.
- Supervise inventory control and accountability for records.
- Serve as departmental Custodian of Records and appear in court as necessary.
- Supervise, train, evaluate, and schedule the work of employees.



## BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) 2%@60 for current members, 2%@62 for new members
- Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$1,673/month Dental & vision insurance Employee Assistance Program
- Vacation leave: 10-25 days per year
- Sick leave of 12 days per year
- Fourteen paid holidays per year
- Fitness center access at City facilities
- Commuter program available

## CITY VALUES

### Our Core Purpose:

Build a Great Community Together

### The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

- Resolve operational conflict between personnel and service recipients at the field level.
- Attend meetings and represent the Department as a liaison as required by the Division Commander.
- Work with local, state, and federal agencies in criminal justice matters related to accessing records.
- Work with other departmental personnel and the public in the areas of assigned functional responsibilities.
- Perform related duties as assigned.

## THE IDEAL CANDIDATE

Has the knowledge of processing Public Records Act requests for distribution; will embrace the City's emphasis on excellent customer service; will be a team player who can work independently with all members of the public; work collaboratively across the organization and establish, maintain and promote positive and effective working relationships with employees, and the public. The successful candidate will be a creative thinker, problem solver; will communicate clearly and effectively orally and in writing.

## MINIMUM QUALIFICATIONS

*Any combination of experience and education that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

### Experience:

Five years of technical experience in police records work, with significant experience in a supervisory capacity is required; ten years of progressively responsible technical experience in police records work is preferred.

### Education:

Equivalent to completion of the twelfth grade, supplemented by specialized college level courses in records management or criminal justice is required.

Completion of a Bachelor's Degree in Criminal Justice Administration, Business, Public Administration, or a closely related field of study from a regionally accredited academic institution is preferred.

### Licenses & Certificates:

Possession of, or ability to obtain, a valid California driver's license.

### Knowledge of:

- Principles, codes, regulations, and laws governing records maintenance, management and destruction in a police department.



- Operational and procedural methods used in public safety records maintenance systems.
- Computer-based records systems and associated equipment.
- Methods and techniques of supervision and training.
- Principles of office management, supervision, training, and evaluation.
- Criminal justice system and processes.

**Ability to:**

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Use independent reasoning to solve problems of moderate complexity.
- Exercise judgment and make decisions.
- Effectively relate to the public and colleagues under stressful conditions.
- Plan and organize work of a police records and clerical support operation.
- Read and interpret laws, rules and regulations relating to records management.
- Work cooperatively with other departments, outside agencies and the public.
- Supervise, train and evaluate subordinates.
- Work in a multi-task environment.
- Compile and maintain complex and extensive records and prepare reports.
- Meet appropriate physical demands necessary for adequate job performance.

**Skill in:**

- Interpreting oral and written materials, including reading and listening to abstract or directive instructions, and applying that information correctly to practical circumstances.
- Planning, coordinating, and directing work and activities of subordinate personnel.
- Training and evaluating subordinate staff.
- Coordinating and carrying out several assignments simultaneously.
- Gathering, compiling, and analyzing data.
- Working both independently and as part of a team.
- Analyzing systems and implementing new methods and procedures.

**A City application including supplemental questionnaire is required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Background Investigation
- Fingerprint Check
- Polygraph Exam



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**SUPPLEMENTAL QUESTIONNAIRE  
RECORDS SUPERVISOR #19-130  
CITY OF REDWOOD CITY**

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*Please answer the following questions.*

1. Please describe your experience processing and maintaining police related records. Please include the name of the employer, number of sworn personnel, the duties you had, and the amount of years or and/or months of gained experience in your description.
2. Please describe your experience related to public employee supervision, training, and appraisal. Please include the name of the employer, number of personnel you supervised, the duties you had, and the amount of years or and/or months of gained experience in your description.
3. Do you have at least three years of experience as a CLETS (California Law Enforcement Telecommunications System) Full Access Operator?
4. Please describe any experience you have working with Sunridge Systems Records Information Management System (RIMS).

***The City of Redwood City is proud to be an Equal Opportunity Employer!***  
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.  
Any provisions contained in this bulletin may be modified or revoked without notice.*