



## **POLICE EQUIPMENT ROOM SPECIALIST**

***NEW EXPANDED SALARY RANGE***

Are you interested in being part of a dynamic city where you can truly make a difference? Do you enjoy the challenge of working in a fast-paced environment while providing lead direction to a dedicated staff? If this sounds like you, then the Police Department may be the place for you!



***First Review of Applications:  
September 6, 2019***

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## ABOUT US

Centrally located and serving as the eastern anchor of the Bay Area and Silicon Valley, the City of Fremont (pop. 235,439) prides itself on being a vibrant and strategically urban community. Fremont has developed into a technological and advanced manufacturing power base that captures metropolitan living at its best. It is also one of the most ethnically and culturally diverse cities in the Bay Area.

Within its 90-square miles, Fremont boasts over 42 million square feet of office, R&D, manufacturing, and warehouse building space. It is home to a wide variety of innovative high tech, life science, and clean technology firms including Tesla Motors, Lam Research, Thermo Fisher Scientific, Redwood Systems, Boston Scientific, and Western Digital, among many others. The city's Innovation District is known as the hottest new address for start-ups. Over the last two years, companies in Fremont received more than \$400 million in venture funding according to PitchBook Data. Fremont is a City on the move!

The City of Fremont is also an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

## THE POSITION

Under general supervision of the Police Department Business Manager, the Police Equipment Room Specialist coordinates the Equipment Room operations within the Police Department. The incumbent provides lead supervision to Equipment Room staff, and assigns, reviews and participates in a wide variety of duties involving the inventory control of police equipment, supplies, and fleet.

## EXAMPLES OF DUTIES

- Maintain, suggest and implement improvements to the current inventory control system for the Police Equipment Room, including online inventory systems/maintenance.
- Schedule and the Equipment Room staffing 24 hours a day, seven days a week. Fills in, as needed, for shift coverage.
- Provide technical and functional supervision to assigned Equipment Room Staff.
- Audit equipment inventory, vehicle key control, and other systems for accuracy and accountability. Coordinate daily operations of the Equipment Room which includes, but is not limited to: issue and collect police equipment to Police Department staff (e.g. rifles, batteries, radios, etc.), stock the Equipment Room with necessary office supplies, perform vehicle trunk audits, prepare first aid and trauma kits for vehicles, sign for deliveries and issue visitor badges to vendors, provide supplies to the Detention Center and Animal Shelter, prepare vehicles for special events (e.g. Shop with a Cop, parades, etc.)
- Coordinate the tow, transportation, cleanup, repair and service of police vehicles. Periodically required to drive in fulfillment of transporting police vehicles.
- Coordinate radio repairs with Business Services. Coordinate the repair of vehicle/report writing computers with the Information Technology Services Department.
- Participate in the hiring of Equipment Room staff.



## CANDIDATE PROFILE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: High school diploma or equivalent, and two years of progressively responsible, full-time work in law enforcement inventory control, property, evidence, or related law enforcement experience. Supervisory experience is highly desirable.

A valid Class C California Driver's License is required at time of appointment.

## IDEAL CANDIDATE

The Police Department is looking for a critical thinker who is able to work effectively in a fast-paced and high stress environment. The successful candidate will have knowledge of and apply superior customer service, conflict resolution, modern inventory control and process improvement. Success also requires the ability to learn the organization's procedures and practices and work effectively in a rank organized environment.

## COMPENSATION & BENEFITS

The annual salary is \$60,426 to \$73,448, depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the CFEA bargaining unit. The probationary period for this position is twelve (12) months.

## HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#). The first review of applications is **September 6, 2019**. Interested applicants are encouraged to apply immediately.

### Tentative Recruitment Schedule

**First Review of Applications** : September 6, 2019

**Oral Board Interviews:** Week of September 16, 2019

The selection process may include individual and/or panel interviews, written exercise, personal history questionnaire, polygraph examination, comprehensive background investigation, medical evaluation and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

### ***The City of Fremont is an Equal Opportunity Employer.***

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

Human Resources Department  
3300 Capitol Ave., Bldg. B  
Fremont, CA 94538  
(510) 494-4660



## **SUPPLEMENTAL QUESTIONNAIRE - POLICE EQUIPMENT ROOM SPECIALIST**

### **GENERAL INFORMATION:**

The completion of this supplemental questionnaire is required for your application to be considered for the Police Equipment Room Specialist position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Police Equipment Room Specialist. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have performing inventory control, property, evidence, or administrative/clerical duties for a law enforcement agency?
  - None
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years or more
2. How many years of professional supervisory or lead experience do you have?
  - None
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years or more
3. What is your highest level of education?
  - Did not complete high school or equivalent
  - High school diploma or equivalent
  - Some college
  - AA degree
  - Bachelor's degree or higher
4. Tell us about a time when you had to deal with a difficult customer service issue. Provide details on the steps you took to solve the issue and the outcome.
5. Please describe your experience creating and implementing office procedure improvements. Outline any deficiencies you worked on, the plan created and the results. Include any unexpected issues that occurred during implementation and the solutions.
6. In this position it is critical to know modern inventory control systems. Describe your work experience with inventory control. Include any experience analyzing, developing, and/or implementing efficiencies and improvements to inventory control systems.