



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: ADMINISTRATIVE INFORMATION MANAGER**

**BARGAINING UNIT:** [CIV MANAGEMENT](#) **CODE NUMBER:** 0245

**PAY RANGE CODE:** [21.2 MC](#) **REVISION DATE:** 6/29/17

## **NATURE OF WORK:**

This is managerial work in the Records Unit, which includes the Records Squad, Data Review Squad, and Telephone Report Squad at Omaha Police Headquarters. The work involves managing the operations of those three entities, hiring, training, scheduling, supervising, and evaluating the work of a number of subordinates, and imparting disciplinary measures. The work also involves establishing policy and ensuring state statutes regarding the dissemination of information are followed, reports containing stipulated data are submitted as required, and data is recorded and properly safeguarded. The incumbent in this position exercises considerable independence in the performance of the assigned duties and responsibilities and receives general guidance from a superior.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Manages the Records Unit, which includes the Records Squad, the Data Review Squad, and the Telephone Report Squad, including participating in the hiring, training, scheduling, supervising, and evaluating the work of their personnel and imparting disciplinary measures.

Prepares and administers the units' budgets and monitors expenditures.

Conducts research to learn of possible improvements in workflow and processes and makes recommendations accordingly.

Ensures that the assigned units comply with all standards and policies.

Establishes rights and levels of access to police records and criminal histories according to state and federal guidelines and ensures compliance concerning record retention, destruction, and security.

Manages the internet accident report request operation.

Coordinates with other criminal justice agencies concerning repository database and local agency audits.

Testifies in court and acts as spokesperson with the media regarding departmental policies and processes regarding records management.

Manages the processing and approval of bids, contracts, requisitions, and vouchers that pertain to the assigned units.

Monitors the progress of the assigned units' projects and compiles reports detailing start and completion dates and material, labor, and equipment costs.

Performs special projects for the command staff, conducting research and compiling reports of findings.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and applications of office supervision, including modern office procedures, clerical techniques, the uses of office equipment, recordkeeping, and document processing methods.

Knowledge of records management systems.

Knowledge of departmental policies, procedures, and functions.

Knowledge of federal, state, and local statutes and ordinances concerning the receipt, processing, maintenance, storage, and dissemination of police records.

Knowledge of office bookkeeping, record keeping, and report compilation methods.

Knowledge of budget preparation and management.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to interview, hire, plan, supervise, and evaluate the work of a number of subordinate staff.

Ability to prepare clear and concise oral and written reports.

Ability to plan, develop, explain, and implement new procedures and alter them to meet the department's needs.

Ability to manage a work unit engaged in computerized records management.

Ability to conduct research into federal, state, and local laws and ordinances, determine dissemination levels of information, and to evaluate the effects of new and pending legislation on the operation of the assigned units.

Ability to understand collective bargaining agreements and Omaha Police Department and city policies to ensure agreements and policies are enforced appropriately.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit, stand, walk, or grasp from 76 to 100% of the time and to carry, reach, or balance objects up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 25% of the time and to use greater amounts of force to move objects on a less frequent basis.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Business Administration, Public Administration, Criminal Justice, or a related field

AND

Five years (5) of supervisory experience, two (2) years of which must have been in computerized records management

OR

Associates degree in Business Administration, Public Administration, Criminal Justice or a related field

AND

Seven (7) years of supervisory experience, two (2) years of which must have been in computerized records management

OR

Nine (9) years of supervisory experience, two (2) years of which must have been in computerized records management

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Copier  
Facsimile Machine

Scanner  
Calculator

Printer  
Telephone

Previous Revision Date(s): 7/15/03  
7/25/13  
6/29/17