

BENTON POLICE DEPARTMENT

JOB DESCRIPTION

JOB TITLE: LOGISTIC SUPPORT MANAGER

JOB SUMMARY:

The Logistic Support Manager works under the general supervision of the Administrative Lieutenant and is responsible for day-to-day planning, managing, and coordinating various support aspects regarding equipment maintenance, vehicle fleet and facility needs, as they pertain to the daily operations of the Benton Police Department. This position is governed by state and federal laws and department policy.

EXAMPLES OF WORK:

- 1) Oversees building and grounds maintenance.
- 2) Operates and maintains custodial functions.
- 3) Oversees fleet maintenance.
- 4) Oversees the decommissioning of retired vehicles.
- 5) Oversees operations of the facility phone network and cellular plans.
- 6) Ensures the repair and upkeep of equipment.
- 7) Handles general accounting tasks relating to fleet and facility maintenance, such as accounts payable and budgeting.
- 8) Forecasts, allocates, supervises the financial and physical resources of the fleet and facility.
- 9) Recommends, coordinates, and oversees the maintenance of equipment and facility.
- 10) Performs related responsibilities as required or assigned.

WORK RELATIONSHIPS:

The Logistic Support Manager has frequent contact with department personnel, vendors, businesses, and the general public.

KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of general office practices.
- Knowledge of grammar, spelling, and punctuation.
- Knowledge of record keeping systems.
- Knowledge of basic arithmetic.
- Knowledge of computers and computer programs.
- Ability to communicate effectively orally and in writing.
- Ability to answer the telephone, greet visitors, and provide information and assistance.
- Ability to maintain filing systems and research files to verify data in various forms and documents.
- Ability to operate standard office equipment.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma; plus, four years' experience in business office practices.

Other job-related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Chief of Police.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.