



CITY OF PARK RIDGE

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POLICE RECORDS SUPERVISOR **Full-Time**

The City of Park Ridge's Police Department seeks qualified applicants for the full-time position of Records Supervisor. Under the general supervision of the Police Executive Officer, this non-sworn exempt position manages the overall operation of the Department's records and data systems.

The Records Supervisor oversees one full-time and three part-time civilian employees and carries out the management responsibilities in accordance with applicable policies, procedures and laws. Additional responsibilities include, but are not limited to:

- Serves as the department FOIA Officer and is responsible for submitting timely reports to State and Federal authorities
- Manages the Records Management System (RMS) and works with the department's dispatch system
- Gathers and prepares a variety of statistical and management reports, and ensures all data is accurate and complete
- Manages the department's LEADS activities, as well as records related to the Cook County Court System

Minimum requirements include: Bachelor's degree and three years of law enforcement, records management, or emergency communications experience. A successful candidate must have excellent written and oral communication skills, as well as extensive computer and technology skills. The ability to multi-task and attention to detail are essential.

General work hours are 8:00 a.m. to 4:30 p.m. Monday – Friday. Starting salary \$66,000 +/- depending on qualifications, plus benefits. Illinois Municipal Retirement Fund (IMRF) eligible. Application deadline is February 18, 2020.

Application available at <http://www.parkridge.us/government/employment.aspx>
Submit Application for Employment, cover letter and resume including 3 references to Human Resources via email at humanresources@parkridge.us or by U.S. mail:

City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068

EOE M/F/D/V

Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE,
SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.