

JOB TITLE: Coordinator, Alarm Enforcement

JOB CODE: 15.31

GRADE: 14

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: This position monitors over 3,000 registered alarms in the City of Sarasota, as well as, performing administrative functions within the area of Alarm Enforcement.

MINIMUM QUALIFICATIONS: An Associate Degree from an accredited college or university in Business Administration or a related field and two (2) years of general office experience; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. The ability to type at the rate of 40 words per minute is preferred. Completion of a supervisory training course within one (1) year of employment is required.

SPECIAL REQUIREMENTS:

- Considerable knowledge of general office computer skills.
- Knowledge of the operations of City government.
- General knowledge of the principles and practices of public administration.
- General knowledge of research methods and techniques, statistical methods and application and methods of report presentation.
- Knowledge of database utilization.
- Ability to supervise clerical staff.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to make decisions and to exercise resourcefulness in meeting new problems.
- Ability to prepare accurate, clear, complete and concise reports.
- Ability to analyze, interpret, and report research findings.
- Ability to establish and maintain effective working relationships with associates, municipal officials, and the general public.
- Ability to organize, instruct, and direct employees in the performance of varied tasks.

ESSENTIAL FUNCTIONS:

- Manages over 3,000 registered alarms in the City.
- Generates and reviews all billings in the area of Alarm Enforcement.
- Pursues delinquent accounts for collection and/or prosecution.
- Monitors and pursues unregistered accounts to have them comply with City ordinance.
- Reviews all Alarm Cause and Corrective forms prior to distribution to subordinate clerical personnel.
- Prepares/Composes correspondence such as, letters, memoranda, reports, affidavits, and other materials from clear copy or rough draft.
- Enters a variety of data into computer system; prepares reports, updates files.
- Assists with the preparation and administration of the annual budget and helps maintain budget and expenditure controls.
- Assists with the installation of new programs, procedures, methods, and systems.

- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with officials and employees of other City and County departments, vendors, contractors, members of community-based groups and other members of the public. Public interactions usually occur in response to inquiries and/or concerns about Department activities, or similar issues.

SUPERVISION RECEIVED: Works under the general supervision of the Department Head or designated representative. Considerable independent judgment and initiative, as well as sound business judgment are required; direct supervision is minimal concerning day-to-day activities. Completed work is reviewed primarily in terms of results achieved and in the maintenance of effective and harmonious work contacts. Incumbent is required to use initiative, judgment and ingenuity in planning and executing the work.

SUPERVISION EXERCISED: Supervision is exercised over subordinate clerical personnel, when assigned.

PHYSICAL REQUIREMENTS: This is light work performed in an office environment and requires no unusual physical demands. Visual acuity is required for reviewing and maintaining computer and written files, and for observing work being performed by contractors and/or vendors. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels. Manual dexterity to operate standard office computer and other equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Police Chief or designated representative.