



PROPERTY ROOM MANAGER

Department: Sheriff
Job Class: 261400
Pay Range: Professional 09

FLSA Status: Exempt
Represented: No
CSC Approved: 6/12/07

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible, professional work in the management of the Pierce County Sheriff's Department Property Room. The Property Room Manager uses a variety of complex rules and processes which require the application of specialized knowledge and skills.

ESSENTIAL FUNCTIONS:

- Organize, manage, coordinate, supervise and direct the work of the Property Room, which is responsible for the processing, identifying, recording, storing, safekeeping, destruction and disposal of property and evidence.
- Make recommendations regarding the recruitment, selection, discipline and termination of subordinate employees. Train, direct, and provide specific assistance to Property Room staff.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct employee evaluations as scheduled or as necessary; monitor employee performance and merit pay process; develop performance measures and standards; counsel employees to achieve improved performance and productivity as required; oversee employee goal setting, training and staff development programs.
- Research, prepare and manage the Property Room annual budget according to established guidelines. Evaluate and analyze expenditures and revenues; justify budget needs. Anticipate needs and develop appropriate resources including funding sources to complement existing programs or to address special identified needs of a program or section.
- Develop and implement operating procedures consistent with regulations controlling the Property Room's responsibilities.
- Work closely with contract customers, County departments, local and state agencies to coordinate activities and comply uniformly with requirements.
- Participate with other departmental groups, other agencies, and computer user groups in the development, testing, and implementation of computer function and hardware.
- Prepare or review correspondence, reports and other documents; respond to correspondence, memos, and requests for a wide variety of information generated by other agencies at the request of various members of the Sheriff's administration.
- Formulate, develop, ensure implementation of and provide continuous review of Property Room goals and objectives. Analyze, develop, recommend and/or determine improvements to ensure continued operation and system(s) effectiveness.
- Support and provide a high standard of customer service within the Property Room to members of the public, contract customers, Department personnel, etc.
- Maintain statistics and benchmarks for Property Room activities.

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ESSENTIAL FUNCTIONS: (continued)

- Provide expert guidance, instruction, and/or information to staff, system users, community academy classes and others as appropriate in formal and informal settings regarding the Property Room and its area of responsibility.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Explain and interpret regulations to the public in person, writing and on the telephone.
- Represent the Department in meetings, conferences and public appearances.
- Provide expert courtroom testimony in all phases of the job.
- Maintain regular, predictable and punctual attendance.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Meet the traveling requirements of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.
- Safely carry and lift up to 50 pounds.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Property Room Manager reports to the Captain in the Training and Background Investigations Division. Work is reviewed for fulfillment of unit/division objectives, for conformance with governing laws and regulations, adherence to budget, and support and furtherance of Department mission, vision and goals. The position has full supervisory responsibility for technical and administrative staff in the Property Room.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Property Room Manager spends the majority of the work day in an office environment. Frequent travel to and from storage warehouses and/or facilities in the geographic region is required. The incumbent must work outside in inclement weather, walk over uneven terrain or a variety of surfaces, and safely drive a motor vehicle. In the field, the Property Room Manager participates in drug burns, weapons destruction, etc. The incumbent is exposed to disease and illness, unsanitary conditions, chemical and foul odors and hazardous chemicals. Attention to detailed information for prolonged periods of time is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The Property Room Manager has a variety of physical requirements including, but not limited to, walking, standing, sitting, pushing/pulling, balancing, climbing, kneeling, bending, stooping, lifting, dragging, finger dexterity, twisting the body, reaching, talking, hearing and seeing. The work requires an incumbent to move and lift heavy, bulky and/or awkward items/equipment and be able to safely carry and/or lift up to 50 pounds; and to safely drive a motor vehicle.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Solid working knowledge of all aspects of the Property Room.
- Current effective management and supervisory practices and principles.
- Current business administration and/or operations principles and practices.

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- Pierce County Administrative Guidelines, Sheriff's Department Manual, related bargaining agreements.
- RCWs and related laws as they pertain to property, rules of evidence, requirements for evidence, and the release of/access to information; and the various legal opinions written by the Sheriff's legal advisor.
- Occupational hazards, safety hazards and procedures relating to biohazardous, chemical and infectious waste.
- Thorough understanding of the user functions for the Property Room's various computer systems.
- Principles of budget preparation and administration.
- Operations, policies, procedures, and objectives of the Pierce County Sheriff's Department.
- Courtroom procedures and rules of evidence with respect to evidence chain of custody.
- Modern office organization, human resources principles, practices and procedures, supplies and equipment necessary to supervise a technical work unit.
- Warehousing practices and procedures, automated information and recordkeeping systems.

Skill in:

- Effective communication.
- Special handling of controlled substances, money, weapons and explosives.
- Warehousing and inventory control.
- Operating various departmental and County computer systems and other specialty systems; and equipment as required by the job.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Plan, manage, assign, and coordinate the activities of assigned area of responsibility and assigned staff.
- Effectively supervise, direct, train, evaluate and provide technical assistance to clerical and technical staff.
- Successfully give and receive constructive feedback, listen effectively, and negotiate with others.
- Use independent judgment and knowledge to make appropriate operating decisions.
- Create and maintain a positive work environment.
- Analyze situations and complex information quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department goals and objectives.
- Effectively solve problems and resolve conflicts.
- Develop and implement policies, work procedures and objectives.
- Read, interpret, apply and explain laws, codes, rules, regulations, policies, and procedures as they relate to the work.
- Work independently with little direction and work confidentially with discretion.
- Establish and maintain effective and productive working relationships both inside and outside the Sheriff's Department.
- Testify accurately and with a professional demeanor in court.
- Communicate effectively both verbally and in writing, to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Physically perform the essential functions of the classification.

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- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a two (2) year college with an Associates Degree in Business Administration, Public Administration, Criminal Justice or related field, PLUS, four (4) or more years experience performing property and/or evidence control duties for a law enforcement agency. Additional education or experience may substitute equally for the position requirements. Applicants must be U.S. citizens and be able to read and write the English language per RCW 41.04. A valid Washington State driver's license is required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: For Sheriff's Department positions, ability to successfully complete a background investigation is required, which may include urinalysis, medical physical, psychological and polygraph examinations.