

Logistics Manager

Salary: \$63,495 - \$67,305

Type: Full Time

Benefits: Full Benefits

Closing Date: Open Until Filled

About Police

The members of the Salisbury Police Department are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within the City of Salisbury, while at the same time maintaining respect for individual rights and human dignity. PRIDE in our community, PRIDE in our department, and PRIDE in ourselves.

Profile

Manages operations of the Department's Property & Evidence Section and Quartermaster Sections within the Administrative Division. Supervises approximately 6-8 personnel. Oversees collection, storage and final disposition of all property of evidentiary, as well as non-evidentiary nature coming under the control and custody of members of SPD. Handles all confiscated, seized, found or acquired property that goes unclaimed through online auction, destruction, conversion to departmental use, return to the lawful owner, or through disposal by other approved means. Responsible for integrity of all property disposals. Oversees the lawful storage of all motor vehicles seized for court order forfeiture by members of the SPD. Responsible, in conjunction with the Accreditation Manager, for retrieval and submittal of documentation proofs, policy updating, policy dispersal, and preparation for virtual as well as on-site assessments.

Preferred Education

Associate's Degree in business administration or related field; 3-5 year of experience may substitute for Associates Degree

Preferred Experience

Ability to maintain confidential and sensitive information
Good written and verbal communication skills
Highly organized and good attention to detail
Knowledge of inventory and budgeting processes

Requirements/Certifications

Must possess a valid driver's license and pass a full background investigation including drug screen.

How to Apply

1 Visit PoliceApp.com/SalisburyMD

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: Logistics Manager

Grade: M5

Department: Police Department

FLSA Status: E

Date: 11/09/2023

Position Profile:

The Logistics Manager is assigned to the Administrative Division within The Police Department and Manages operations of the Department Property & Evidence Sections. Responsibilities include overseeing the timely and proper collection, storage and final disposition of all evidentiary, as well as non-evidentiary, personal and other property coming under the control and custody of members of the Salisbury Police Department. Disposition of all confiscated, seized, found or otherwise acquired property that goes unclaimed must be through either online auction, destruction, conversion to departmental use or return to the lawful owner, or disposed of by other approved means. This position is responsible for the overall integrity of all property disposals. The position also oversees the lawful storage of all motor vehicles seized for court order forfeiture by members of the SPD. The Logistics manager will be responsible for being intricately involved in the accreditation process and will be tasked with assisting the accreditation manager. He / She will be responsible for retrieval and submittal of documents and assisting in the writing of policy in order to ensure compliance with the accreditation process.

Manages operations of the department's Quartermaster Section within the Administrative Division. Responsibility includes management of materials for the Police Department, inventory control, purchasing/procurement, building maintenance, vehicle maintenance scheduling and repair requisition. The Logistics Manager will oversee the disposal of abandoned vehicles according to established procedures. This position is responsible to maintain all fire alarms, extinguishers, and electrical emergency power packs; and ensuring all building and grounds repairs are performed in a timely manner.

The Logistics Manager is responsible for all equipment used by staff to include uniforms, equipment, firearms, ammunition, range equipment, and personal protective equipment. Oversees Quartermasters on-site inspections of towing companies that tow for the city of Salisbury and adherence to established guidelines. He /She shall ensure that an adequate supply of items is on hand for the proper function of the department.

Duties and Responsibilities

Specific Duty responsibilities of Logistics Manager include, and are not limited to:
Supervision of Personnel - the direct supervision of property custodians, the quartermaster, assistant quartermaster, and custodians.

Oversight of Vehicle Maintenance - The Logistics Manager is responsible for oversight and care of all vehicle maintenance. The Logistics Manager ensures that vehicle inspection sheets are reviewed each morning by quartermaster staff and that any needed maintenance and/or repair is completed in a timely manner. Ensures a mileage log is kept on all vehicles and that all vehicles are serviced properly, with oil changes being conducted in accordance with manufacturer recommendations or at a maximum of every 5,000 miles. The Logistics Manager ensures that at all times departmental vehicles are equipped with tires that are properly fitted, properly rated for the intended operation of the vehicle and that they have sufficient tread to safely function during use, to include emergency operation for those vehicles so rated. In the event a departmental vehicle is involved in a collision, shall ensure that appropriate estimates of damages are gathered, proper paperwork is processed for insurance claims, and the vehicle is repaired then placed back into service. Shall ensure that an adequate supply of vehicle supplies are on hand for the proper function of personnel in their duties. These items include but are not limited to personal protective equipment, first aid kits, trauma bandages, evidence collection items, flares, fire extinguishers etc.

Building Maintenance – oversees the inspection of all fire alarms, extinguishers, and electrical emergency power packs weekly. A written report of each inspection shall be signed by the Logistics Manager and forwarded to the Administrative Commander. If a problem exists, the Logistics Manager will see that the problem is addressed. This may entail such tasks as having fire extinguishers serviced / recharged, or contacting alarm company representatives to service fire / entry alarms that are not working properly.

Inventory - The Logistics Manager will ensure that a written inventory list of all items belonging to the Police Department is maintained. Ensure that an inventory audit of all items is completed twice yearly with one audit being conducted during January and the other during July. Ensure that the quartermaster attaches a city of Salisbury inventory tag to, and logs into inventory, any new non-consumable item coming into possession of the department. When an item is traded or otherwise disposed of the logistics manager will ensure that all associated paperwork is retained in accordance with the department's retention schedule. In any instance of a weapon being traded, The Logistics Manager shall ensure that copies of the paperwork from the business to which the weapon was traded, is kept on file with the original being placed in the vault and a copy being sent to the Treasures Office. At the beginning of each new fiscal year, ensure that once the Quartermaster has completed the inventory an updated and signed copy of the inventory is made by the Quartermaster and forwarded to the Chief of Police. In the event an item on the inventory cannot be located by the Quartermaster, a written memorandum signed by the Quartermaster shall be forwarded to the Chief of Police.

License Inspection – Ensures that inspections of towing companies that operate within the City are conducted. Ensures that the Quartermaster responds to each towing company and inspects each tow truck for mandated compliance. This inspection shall include, but is not limited to checking all lights, glass, tires, cables, brakes, dollies, and hand tools as well as checking storage areas, security lights, fences and gates. Ensure that the certificate of insurance for each tow company is inspected, that it meets the minimum mandated coverage and plainly designates the City of Salisbury as an additional insured on the policy. Once the inspection is complete the finding is signed and forwarded to the Commander of

Administration. Oversees Quartermasters review of alarm companies license for compliance as defined in the city code.

Accreditation – Is intricately involved in assisting accreditation manager in the retrieval and submittal of documentation proofs, policy updating, policy dispersal, and preparation for virtual as well as on-site assessments.

Effectively prioritize and multitask with attention to detail.

Issues various materials and office supplies to Department personnel.

Receives and checks delivered materials and supplies from various vendors.

Communicates with vendors to determine prices and availability, placing orders for materials and supplies.

Research, prepare and maintain paperwork on quotes for direct purchases.

Submits information on equipment, maintenance contracts, and materials in preparation for departmental budget.

Independently plans, organizes and directs the proper turning-in, and storage of all property of evidence and non-evidence in nature.

Administration and disposal of all seized, confiscated or found non-narcotic property duties coming into possession of departmental personnel, ensuring that all agency procedures have been followed, all evidentiary requirements have been met and all ownership issues have been resolved.

Prepares or supervises the preparation and development of management tools, such as inventory software statistical reports, work flow charts, databases, or analytical reports pertaining to such things as supplies used, property stored or vehicles seized.

Oversees and performs the lawful destruction of seized, confiscated or found deadly weapons, to include firearms, knives or other metallic implements as required by law.

Administers the department's program pertaining to the lawful storage of all motor vehicles seized and stored by SPD personnel pending court forfeiture as a result of violations of the Maryland controlled dangerous substance laws.

Organizes, designs and oversees all property auctions conducted through the Department Property Unit on behalf of the SPD in coordination with the City of Salisbury Purchasing & Procurement Department.

Authenticates and determines estimated values of certain works of art, antiques, jewelry, coins, stamps, precious gems and metals that come into possession of the Department to ensure a fair and optimal return to the SPD.

Updates and keeps current the property storage and disposition procedures of the SPD through periodic training for him/her self and co-workers, acquisition of modern computers and related equipment and constant review of departmental policies that may need periodic revision. The outcome of this process may be revised Departmental policy, implementation of improved forms or abolition of redundant or unnecessary procedures.

Confers with other administrative officials, program heads, staff specialists or others to discuss current issues that may affect change to departmental policy regarding such issues as public sale of confiscated handguns, long guns, scales, radar detectors and other non-contraband items.

Develops, in concert with other administrative officials, departmental policy in matters relating to temporary storage of large volumes of evidence or other unique storage problems pending court adjudication when installations or units are unable to accommodate such storage needs.

Exercises definitive departmental authority in determining what property may be legally resold, what property is contraband and what property can be destroyed or converted to departmental use, in accordance with departmental regulations.

Exercises a totally accurate and timely assessment of all property processed through the Department Property Unit, as well as all proceeds derived from the lawful disposition of such property.

Reconciles all property records against auction receipts for all property sold at auction and forwards auction reports to the Finance Division.

Develops, compiles and maintains a Department Property Unit Operations Manual, establishing standard operating procedures for the Unit.

Ensures the implementation and maintenance of all required SPD forms and files established

Formulates and produces a semi-annual Property Unit and Quartermaster report and submits to the Chief of Police via chain of command.

Develops, modernizes and maintains computer-based data files for various Property Unit programs, to include:

- Property held firearms seized pending destruction
- Firearms property held pending conversion
- Seized motor vehicles pending forfeiture, return to owner, and abandonment
- Capital equipment (Property Unit)

Directs Quartermaster personnel regarding specifications for various service contracts required by the Department Property Unit, to include fire suppression testing, carpet cleaning, alarm maintenance and other similar services.

Verifies claims made by property owners entitled to return of property or reimbursement for those articles which were sold or destroyed in accordance with departmental rules and regulations.

Responsible for disposal of surplus departmental property. Tasked with receiving and storing surplus property having resale value, answering inquiries from potential buyers, arranging for the viewing of the items and coordinating their pickup.

Manages and supervises personnel at the Department Property Unit as well as Quartermaster Unit including preparation of performance rating, counseling and instructing of subordinates in the furtherance of their duties.

Reviews and processes all periodic reports submitted by Property Unit personnel as well as Quartermaster Personnel to include sick leave reports, bi-weekly leave reports, leave requests and related personnel issues.

Ensures the purging of required files in compliance with established retention schedules.

Ensures maintenance of a secure facility at the Quartermaster Unit as well as Property Unit to include setting and upkeep of the exterior/interior alarms, use and upkeep of maximum-security safes within the building and control of all building keys.

In the absence of maintenance personnel, assists with building and grounds maintenance, trash removal and cleaning as needed.

The incumbent completes all administrative and clerical duties necessary to further the operations of the Department Property & Quartermaster Units.

Skills Proficiency/Strategic Planning:

- Have knowledge of City of Salisbury's policies and procedures
- Ability to Follow written and oral instructions
- Excellent organizational skills with an ability to accurately prepare and maintain records and files
- Effectively prioritize and multitask while paying attention to detail;
- Interpersonal skills including Effective written and verbal communication skills.
- Ability to make recommendations to effectively resolve problems or issues by using reasonable and logical judgment that is consistent with standard practices, policies, procedures, regulation or government law.
- Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software packages

Leadership/Team Leader: Provides guidance on procedures and best practices of risk management.

- Be a positive representative of City of Salisbury to the public and fellow employees
- Effectively motivate and guide employees
- Effectively collaborates with departmental personnel, other City departments and vendors.

Stewardship/Financial: Provides input in preparation of departmental budget and assists with management within established accounting guidelines.

- Participates in the management of departmental budget.
- Monitors and reviews expenditures within the departmental budget and keeps supervisor informed of any anticipated needs or shortfalls.

Development/Leadership Development: Provide solutions that align with departmental objectives and provide guidance for best practices associated with the property and quartermaster sections.

- Serve as point of contact with employees and vendors and assist with their requests.
- Improving leadership skills by attending relevant meetings and trainings.

- Provide positive interaction with subordinates while ensuring departmental directives are being adhered to.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Associate's Degree in business administration or related field;
- 3-5 year of experience may substitute for Associates Degree
- Three years of experience in personnel management, and/or general account principals & inventory control;
- Or equivalent training, education, and/or experience; and
- Valid State of Maryland Driver's License.

Physical Requirements

- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as residential or commercial buildings, offices, mechanical rooms, garages, meeting or training rooms, parking lots, maintenance sites and firearms ranges e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire and building safety regulations, and observance of traffic signals when driving.
 - Work requires considerable stooping or bending, physical effort in the handling of materials up to 70 pounds and/or continual standing or walking 60%+ of the time
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.