



CITY OF HOUSTON
Department of Human Resources
ONLINE SUBMISSIONS REQUIRED
Houston, TX 77002
(713) 837-9302

**INVITES APPLICATIONS FOR THE POSITION OF:
POLICE ADMINISTRATOR (EXE LEV)**

An Equal Opportunity Employer

SALARY

\$2,227.00 - \$4,799.00 Biweekly \$57,902.00 - \$124,774.00 Annually

OPENING DATE: 11/30/11

CLOSING DATE: Continuous

THE POSITION

PN#08780

PN # 08780
HOUSTON POLICE
CRIME LAB
N/A
1200 TRAVIS, 26TH FLOOR
MONDAY – FRIDAY, 8:00 AM – 4:00 PM*
*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Plans, organizes, administers, supervises and evaluates assignments/job functions of subordinates in the Biology/DNA unit. Prepares monitors and modifies budgets and administrative and operating reports. Make recommendations concerning policy procedures. Develops action plans and establishes long range and short range goals to enhance management objectives. Designs and develops manuals, reports and other communications. Participates on various special committees and programs, and coordinates activities with other divisions and departments. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS: Errors in work could lead to significant expense and impact public safety. The individual may participate heavily in setting his/her own work objectives.

WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially, normal office environment with

acceptable lighting temperature and air conditions.

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration or a Science related field. For this position a Master's or higher degree with a concentration in Chemistry or basic science is required. For this position crime lab experience is required.

MINIMUM EXPERIENCE REQUIREMENTS

Seven years of professional experience in public administration, management or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year to year basis.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

PREFERENCES

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Strong preference will be given to applicants with a Doctoral Degree in Biology, Chemistry or other related natural science and knowledge in the use of 3100's, 3130's, LIMS and robotics. Ability to implement and train others in the use of Short tandem Repeat DNA Testing in a forensic lab. Preference will be given to applicants with experience as a technical DNA Manager in an ASCLD-LAB accredited lab. Applicants require coursework in Biochemistry, Genetics, Molecular Biology and Statistics.

GENERAL INFORMATION SELECTION/SKILLS TESTS REQUIRED

None.

SAFETY IMPACT POSITION YES

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Applicants being considered for position must undergo a polygraph and background check.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

Pay Grade 30

OPENING DATE November 30, 2011

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov.

For application status inquiries or special accommodations, please call (713) 308-9000. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

www.houstontx.gov/jobs

OR

ONLINE SUBMISSIONS REQUIRED,
Houston, TX 77002

EXAM #08780
POLICE ADMINISTRATOR (EXE LEV)
SR

POLICE ADMINISTRATOR (EXE LEV) Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree in Business Administration, Public Administration or a Science Related field AND seven (7) years of professional experience in public administration, management or a closely related field? OR Do you have a high school diploma or GED or eleven (11) years of directly related professional experience?
 - Yes
 - No

- * 2. In the last 10 years, were you ever convicted of a violation of any criminal laws whether felony or misdemeanor not including parking or speeding violations?
 - Yes
 - No

- * 3. Do you have a valid driver's license?
 - Yes
 - No

- * 4. Are you now or have you ever been on any form of parole, probation or deferred adjudication?
 - Yes, within the last 10 years
 - Yes, more than 10 years ago
 - No

- * Required Question