

City of Fort Worth, Texas Job Description

Classification Title	Assistant Forensic Division Manager		
Job Code:	MG1781	Job Family:	Management
Pay Grade	613	Date Reviewed:	04/27/2021
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in managing and coordinating activities of the Forensic Science Laboratory within the Police Department. Oversees the examination of various types of evidence; coordinates assigned activities with other divisions, departments and outside agencies; and provides administrative support to the Forensic Division Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment.
2. Supports the Division Manager in Laboratory operations; evaluates and approves equipment and supply acquisitions; monitors Crime Laboratory budgets; conducts risk management exercises; monitors outsourcing of forensic testing; and ensures compliance with health and safety requirements and quality management policies and procedures.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs. Recommends and administers policies and procedures.
4. Collaborates with Crime Lab QA Coordinator in areas such as seeking and reviewing customer feedback, evaluation of corrective action reports, and conducting court testimony evaluations.
5. Under the supervision of the Division Manager prepares grant applications and provides grant administration. Determines needed supplies, equipment and employee training; provides needs assessment to fiscal division; prepares narrative descriptions of Crime Laboratory projects on grant requests; prepares grant reports as required and seeks grant approval.
6. Coordinates administration of assigned contracts; negotiating and preparing difficult requests for proposals or contracts with service providers and vendors; monitors work progress and ensure adherence to project schedule and budgets.
7. Under the direction of the Division Manager monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery

methods and procedures; works with employees on the continuous improvement of department specific services.

8. In the absence of, or at the request of the Division Manager represents the Division in departmental meetings; serves as staff liaison on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; and provides staff assistance to the Forensic Division Manager.
9. Performs other related duties as required or assigned by the Division Manager.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Grant administration, writing and reporting.
- Forensic disciplines and techniques, including firearms and toolmarks, chemistry, serology/DNA, trace evidence, latent prints, questioned documents, digital evidence, etc.
- Crime laboratory accreditation requirements.
- Established forensic auditing procedures, proficiency and competency testing standards, quality assurance standards.
- Principles and practices of program development, project management, municipal budget and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Risk management principles and practices and accounting principles.
- City of Fort Worth personnel rules and regulations.
- Texas criminal statutes.
- Policies and procedures pertaining to crime lab testing and court testimony.

- **Skill in:**

- Public speaking.
- Research, analysis, and report writing
- Organization and interpersonal relations.
- Risk assessment and management.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Oversee and participate in the management of a forensic laboratory.
- Oversee the response and resolution of citizen and departmental complaints.
- Oversee, direct and coordinate the work of subordinate employees.
- Select, supervise, train and evaluate subordinate employees.
- Participate in the development and administration of division goals, objectives and procedures.

- Negotiate lab services with clients.
- Analyze reports and correctly interpret data.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in one of the following: biology, chemistry, criminalistics (forensic science), natural science or a closely related field and at least five years as a forensic laboratory unit supervisor or manager in at least one discipline (to include biology, chemistry, latent print, and firearms).

OTHER REQUIREMENTS

Ability to obtain a valid Texas driver's license.

Provide a buccal DNA sample after date of hire.

Ability to comply with all Texas Forensic Science Commission requirements.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.