



RECORDS SUPERVISOR

The City of DeKalb is seeking a Records Supervisor to join our Police Department. The position assists with overall departmental workflow, supervision of staff, handling of confidential records, acts as the department FOIA Officer, and maintains positive public relations.

The Records Supervisor is a full-time exempt position under the direct supervision of the Administrative Services Police Commander. The Records Supervisor directly supervises the positions of Office Associate, Police Intern, and Video Evidence Technician. The position is required to work a minimum of forty hours per week. This position routinely handles highly sensitive and/or confidential information. This position will experience contact with internal staff members, outside agencies and the community at-large.

We require an associate degree in business administration, criminal justice or closely related field, a minimum of four years of progressively responsible experience in police records management, law enforcement or closely related. Prior leadership experience required and prior supervisory experience desired.

The starting salary for the position will be \$63,106 +/- commensurate with experience.

The City of DeKalb provides a comprehensive benefits package that includes medical, dental, vision and prescription benefits, life insurance coverage, HSA & flexible spending accounts, deferred compensation and participation in the Illinois Municipal Retirement Fund (IMRF).

Please visit our website to view the full job description, hiring requirements, and application instructions at:

<https://www.cityofdekalb.com/254/Employment>

Initial review of applications will begin Wednesday, June 22nd. Position will remain open until filled.