



**City of Salisbury
Police Department**

Logistics Manager

Full-time

\$51,844 - \$56,117 (Annually)

Full Range of Benefits

Duties: Manages operations of the Department Property & Evidence Section and Quartermaster Sections within the Administrative Division. Supervises approximately 6-8 personnel. Oversight of collection, storage and final disposition of all property of evidentiary, as well as non-evidentiary in nature coming under the control and custody of members of the Salisbury Police Department. Oversight 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. Responsible for 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.

Responsible for materials management for the Police Department, inventory control, purchasing/procurement, building maintenance, vehicle fleet maintenance scheduling and repair requisition. Oversight of all disposals of abandon vehicles according to established procedures. This position is responsible to maintain all fire alarms, extinguishers, and electrical emergency power packs; ensures all building and grounds repairs are performed in a timely manner. Oversight of vehicle and equipment purchases and upfitting. Responsible for inventory controls 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. Oversees Quartermasters review of alarm companies license for compliance as defined in the city code.

Requirements: Associate's Degree in business administration or related field; 3-5 year of experience may substitute for Associates Degree. Must possess the ability to effectively and efficiently organize and track department records, effectively prioritize and multi-task with attention to detail, and effectively communicate and maintain effective working relationships with other staff members and members of the public. Must maintain highest level of confidentiality. Act as a representative of the City of Salisbury to the public. Possess a high degree of organizational skills with a better than average command of computer software including but not limited to Microsoft Office Suite, the INTERNET, e-mailing systems, and other relevant software or accounting packages. Must have a working knowledge of City policies and procedures. Must possess a valid driver's license and pass a drug screen/background investigation.

Closing Date: Open Until Filled

APPLY: Submit a Salisbury Police Department application on line via the Department's website (www.Policeapp.com/SalisburyMD).

Salisbury Police Department
699 W. Salisbury Parkway
Salisbury, MD 21801
Telephone : 410-548-3165

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