**Class Summary**

The responsibilities of this classification include managing the staff and daily operations of assigned work units within the Automated Fingerprint Identification System (AFIS) program. Incumbents within this classification are responsible for overseeing operations, forensic services, and biometric technology within the program and serves as a liaison with county law enforcement agencies and other county, state, and federal organizations.

**Distinguishing Characteristics**

This is the first level in a two-level series. This is a management level classification responsible for overseeing assigned work units within AFIS. Incumbents are distinguished from the Regional Fingerprint Identification Manager classification which oversees the entire regional AFIS program.

**Examples of Duties (vary by assignment)**

1. Manage and oversee the work of assigned supervisors and/or technical or operational staff; train and evaluate staff; resolve personnel issues, make recommendations on hiring, discipline and termination of staff.
2. Serve as a liaison with law enforcement agencies to resolve operational and technical issues; collaborate with other agencies regarding fingerprint technology in use throughout the county, state, and nation.
3. Develop and implement policies, protocols, and standards for assigned work units; assist with the development and implementation of AFIS program policies to be adopted by participating agencies.
4. Represent AFIS to the public, department leadership, and elected officials; participate in regional and state meetings and associations; and promote public awareness.
5. Direct staff in the preparation of analyses, reports and forecasts for assigned budget; develop and propose future budget strategies; participate in the preparation, justification and implementation of the AFIS levy fund.
6. Oversee troubleshooting of biometric technology and networks.
7. Collaborate with other AFIS program managers for quality assurance and resolve operational or system-wide issues; investigate and recommend solutions for more complex identification issues.
8. May serve as Quality Assurance Manager for the AFIS program, in regards to laboratory accreditation.
9. May direct or assist in the procurement process for technology systems, including writing requests for proposals, negotiating contracts, and managing technology implementations.
10. Manage small to large projects as assigned.
11. Perform other duties as assigned.

**Knowledge/Skills**

Ability to conduct comprehensive research and perform critical analyses

Skill in managing projects including leading teams, engaging stakeholders, and employing change management methods

Ability to communicate complex or technical information effectively, both verbally and in writing, to non-technical audiences

Knowledge of the basic principles and practices of human resources management

Knowledge of business principles and planning

Knowledge of fingerprint science

Knowledge of automated and manual identification methodologies and techniques

Ability to interpret the laws of evidence, criminal evidentiary procedure, courtroom procedure and chain of custody requirements

Ability to interpret and enforce applicable safety regulations and procedures for handling hazardous materials used in fingerprinting

Ability to interpret and apply laws, rules, and regulations related to identification; and uphold federal requirements governing operations and biometric technology

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

**Licensing, Certification and Other Requirements**

This is a Civil Service classification. All incumbents must be United States citizens and be able to read and write the English language. Offers of employment are contingent on passing both a thorough background investigation and polygraph examination.

Valid Washington State Driver’s License

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 7/2017 - Created |