The City of Knoxville
Civil Service Merit Board
General Government Classification Specification

CLASS TITLE: PARC EXECUTIVE DIRECTOR
EFFECTIVE DATE: 9/01
CLASS CODE: 2037

The examples of work given are illustrative of the duties assigned to positions of this class. No attempt is made to be exhaustive. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions of this class. The Minimum Requirements express the minimum background necessary as evidence of an applicant's ability to qualify for positions of this class. The Civil Service Department may allow substitutions of appropriate education or experience for those listed.

DEFINITION
Under general direction, accepts written complaints from the public regarding misconduct of police officers; reviews investigations of the Police Department Internal Affairs Unit.

EXAMPLES OF WORK PERFORMED
Accepts written, sworn complaints from the public regarding police officer misconduct.
Forwards citizen complaints to the Police Department Internal Affairs Unit (IAU).
Attempts to resolve or to initiate IAU investigations of unsworn or anonymous complaints.
Reviews IAU investigation reports.
Reports to Police Advisory and Review Committee.
Ensures recording of minutes at PARC meetings.
Administers oaths to complainants and witnesses.
Compiles annual reports regarding PARC activities for the Mayor, Chief of Police, and City Council.
May have supervisory control over other employees (typically clerical employees).
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES
Skill in formulating ideas and presenting them in an effective manner.
Ability to interpret, develop, and apply a broad understanding of rules, regulations, polices, and procedures.
Ability to evaluate situations and make decisions.
Ability to express ideas clearly, concisely, and convincingly.
Ability to establish and maintain effective working relationships with the general public and other employees.

MINIMUM REQUIREMENTS
Must be a notary public.