



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: January 15, 2026

JOB VACANCY MEMORANDUM NO. 26-05

TITLE: Operations Supervisor II, Security Section

ELEMENT OF ASSIGNMENT: Building Operations Unit/Security Section

PAY RANGE: 54

STARTING MONTHLY SALARY: \$4,693

VACANCY STATUS: Vacant

EXPIRATION DATE: January 29, 2026

REQUIREMENTS:

To supervise security personnel and perform general security duties as necessary.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Supervise security personnel; assist in employee evaluations and disciplinary actions.
2. Provide training and technical support for personnel.
3. Must possess a high level of communication skills to communicate with other BOU members and dispatchers through the use of hand-held radios.
4. Perform administrative duties such as preparing reports, timekeeping and preparing work schedules.
5. Order and inventory supplies, equipment and parts. Prepare purchasing requisitions.
6. Participate in assigning and managing building access cards and card system.
7. Participate in assigning and managing building keys and key system.

8. Participate in and supervise the vendor and service provider vetting policy and process.
9. Oversee the Criminal Justice Information Act (CJIS) policy compliance.
10. Participate in managing parking assignments in the parking garages and Cherry lot.
11. Maintain the continuity of systems and operations in the absence of the Operations Manager.
12. Maintain reliable and predictable attendance. Required to work flexible hours, overtime, weekends and/or holidays. Must be available for 24-hour response for building emergencies.
13. Must have the ability to perform work duties in extreme heat and cold temperatures.
14. Perform related duties as required.
15. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent, and a minimum of two years' experience in Building Security.

Incumbent must possess a valid driver's license and have the skills and abilities to operate department vehicles within specified vehicle operating procedures.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: Position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20 to 50 pounds) frequently, light lifting (5 to 20 pounds) regularly, talking on the telephone, stationary work at a computer, seasonal snow removal, the ability to climb a ladder, bending, kneeling, pushing and pulling.

Job Location: (Place where work is performed.)

Position operates in the physical facility and surrounding areas.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Vehicle
- Tools typical for facility repairs
- Personal computer

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Mike Arndt, Building Operations Manager** by no later than **JANUARY 29, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **JANUARY 29, 2026**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Captain Justin Pinkerton

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Commander, Employment Unit