



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: March 16, 2026

JOB VACANCY MEMORANDUM NO. 26-14

TITLE: Assistant Director

ELEMENT OF ASSIGNMENT: Kansas City Police Crime Laboratory

PAY RANGE: 61

STARTING MONTHLY SALARY: \$8,296-\$12,257

VACANCY STATUS: Vacant

EXPIRATION DATE: March 30, 2026

REQUIREMENTS:

Support the Director in planning, organizing, managing, leading, coordinating, and directing Division operations. Manage operations while providing guidance and leadership over the Chemistry, Digital Evidence, DNA, Firearms, Latent Print and Trace Sections. Be responsible for Division operations in Director's absence. Assists the Director in strategic planning, promoting the laboratory's vision and values, and communicating with laboratory stakeholders. Also responsible for planning, coordinating and directing the work activities of assigned staff and evaluating their performance.

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

1. Manage the operations of the assigned sections to include the Chemistry, Digital Evidence, DNA, Firearms, Latent Print and Trace.
2. Supervise all Chief Criminalist Supervisors of the assigned Sections.
3. Supervise the Quality Assurance Manager as well as the Crime Scene Investigation Unit Manager.
4. Manage various Division-related projects and programs from conceptualization to implementation.
5. Serve as the acting Director in the Director's absence.

6. Engage, mentor, train, supervise, and evaluate assigned staff. Carry out supervisory responsibilities in accordance with KCPD policies and procedures. Hire and train personnel.
7. Serve as a case manager and case coordinator, especially for complex cases and those cases requiring priority or expedited testing.
8. Serve as the official Records Custodian for the Division. Oversee the release of case-related images, documents, reports, and other records to attorneys and the public.
9. Testify in the court of law regarding technical, operational, administrative, and Records Custodian-related duties.
10. Manage the Paul Coverdell Forensic Science Improvement Grants Program (Coverdell grant) to include completing the application, administering grant activities, coordination among the Division staff, using judgement and discretion, and monitoring expenses.
11. Manage Division training funds.
12. Seek out funding opportunities for equipment.
13. Be on call for three months out of the year. Maintain regular and reliable attendance. Crime scene response, mandatory overtime, and flexible hours are required.
14. Collaborate with the Director, Quality Assurance Manager, and Crime Scene Investigation Unit Manager on various operational, administrative, and technical matters.
15. Monitor casework documentation, reports and court testimony. Ensure casework is reported and presented clearly and accurately.
16. Oversee the keycard system and Traka key system.
17. Keep customers informed about testing services, capabilities, and limitations. Solicit customer feedback. Provide training and tours for customers and stakeholders.
18. Perform other duties as required, or as assigned by the Director.
19. 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 Bachelor's degree from an accredited college or university in a scientific field closely related to laboratory functions.

Five years professional scientific experience for an accredited forensic science service provider is required. The incumbent must have broad forensic science knowledge. Incumbent must have experience testifying to forensic casework.

Five years of supervisory experience for an accredited forensic science service provider is required.

Internal audit experience is required. Experience as an external laboratory assessor is preferred.

Incumbent is required to have strong decision-making, leadership, supervisory, communication (both oral and written), instructional, time management, and organizational skills.

Incumbent is required to successfully manage and prioritize work in adverse and stressful situations.

Incumbent is required to have comprehensive and thorough knowledge of and the ability to interpret, explain, apply, and understand all aspects of KCPCL operations including all associated policies, standards, procedures, practices, laws, and regulations.

Incumbent exercises considerable independent judgement under minimal supervision and interacts productively with subordinates, other department members, customers, personnel at other laboratories, vendors, stakeholders, and citizens.

Incumbent must hold a current valid driver's license.

Incumbent is required to submit a DNA standard for quality control purposes.

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

Physical Requirements: Position is primarily sedentary and incumbent may sit for prolonged periods of time. Occasional lifting of up to 20 lbs. Exposure to hazardous materials and working conditions exist.

Job Location: (Place where work is performed.)

Position operates in a standard office environment approximately 95% of the time, and occasional crime scene or courtroom appearances approximately 5% of the time.

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

- Personal computers as well as computer peripherals and software
- Standard software to include Excel, Word, PowerPoint
- Laboratory specific software, document management software, evidence management software, and LIMS (Laboratory Information Management System) software
- Security systems and programs
- Telephone
- Vehicle

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 **Director Kevin Winer, Kansas City Police Crime Laboratory** by no later than **MARCH 30, 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 **MARCH 30, 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