



RECORDS MANAGER

Police Department

Annual Salary:

\$62,673 - \$88,884

DOQ/DOE

North Richland Hills Police
Department

North Richland Hills Police, TX



Are you an organized, detail-oriented professional with a passion for public service and records integrity? We're looking for a Police Records System Manager to serve as the official Custodian of Records in our department's records section.

NRHPD is located in the heart of the Dallas/Fort Worth metroplex.

ABOUT THE COMMUNITY

North Richland Hills is a community located in the heart of the Dallas/Fort Worth Metroplex. With more than 70,000 residents, 1,200 businesses, and 30 major employers, it is the fourth largest city in Tarrant County. Residents enjoy a welcoming and neighborly atmosphere with family-friendly amenities, including a new public library, a recreation center, more than 800 acres of parkland, and 30 miles of hike-and-bike trails. The award-winning Iron Horse Golf Course, NRH2O Family Water Park, Peppa Pig, and Malibu Jacks round out the family-friendly atmosphere. Superior schools, a wide range of housing options, and convenient access to all the DFW region has to offer make North Richland Hills an outstanding community to live, work, and play.



POPULATION
74,859



MEDIAN HOME VALUE
\$376,709
AVERAGE MONTHLY RENT
\$1,533



MEDIAN HOUSEHOLD INCOME
\$97,566



ABOUT THE JOB

In this role, you will oversee a dedicated team of six records technicians managing day-to-day operations of the Records Section. You will oversee budget development and expenditures in the section's half-million-dollar operating budget.

You'll also be responsible for maintaining the official version of departmental records, administering statistical reporting, and serving as the primary Custodian of Records for the agency.

This opportunity protects departmental integrity, supports law enforcement operations, and connects across city departments while assisting the public with records needs.

RECORDS SECTION QUICK FACTS



STAFF

6



OPERATING
BUDGET

\$557,757

KEY SECTION STATS FOR 2025



OPEN RECORDS REQUESTS

4,271



TOTAL REPORTS AUDITED

7,623

THE IDEAL CANDIDATE

The ideal candidate will have strong leadership skills and hands-on experience in records management. The candidate is exceptionally organized. They will serve as the department's primary safeguard for data integrity, legal compliance, and public transparency. They'll be a collaborative strategist who will seamlessly bridge the gap between compliance details and team leadership.

Required:

- Associate's Degree (or equivalent completion of two years of college)
- Minimum 1 year of records experience
- Ability to obtain CJIS/TLETS full access and Freedom of Information certification within two years of employment

Preferred Qualifications:

- 2+ years of records experience
- 1 year of supervisory experience

SALARY & BENEFITS

- **Compensation:** \$62,673 - \$88,884 DOE/DOQ
- **Health Benefits:** Comprehensive medical, dental, and vision insurance programs are available through the City's benefits package. Currently with United Healthcare Insurance Provider. Optional Health Savings Account (HSA) through Optum Health. Life insurance equal to three times your salary.
- **PTO:** Sick leave accrues at ten hours per month. Earn two weeks' vacation during the first year of employment. Ten paid holidays per year.
- **Retirement:** Texas Municipal Retirement System (TMRS) - 7% contribution, city matching 2:1, voluntary 457 deferred comp.
- **Additional Perks:**
 - Professional development and training opportunities
 - Collaborative and positive organizational culture focused on modernization and continuous improvement.
 - Fitness incentives and on-duty workout time
 - Employee Recognition Events



How to Apply: www.joinnrhpd.com

For more information on this position, contact:

NRHPD Recruiting Office

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