



EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE

Salary Range: M/101

DEFINITION

Under general direction, perform a wide variety of administrative and secretarial services in support of sworn administrative and supervisory staff at the Police Department. This is a one-person, civilian classification with responsibility for the primary administrative support for the Town Police Department. As a member of the Department management team, the incumbent is expected to work independently and exercise sound judgment and initiative in implementing quality police administrative support services to the Department and the public. The incumbent receives occasional instruction and assistance as new or unusual situations arise and must become fully knowledgeable of the operating policies and procedures expected of administrative support functions of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Chief of Police and general supervision from Police Sergeants. May supervise other administrative/clerical staff in specified operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Perform a wide variety of complex, responsible, and confidential duties for the Chief of Police.
- Screen calls, visitors, and mail.
- Independently respond to letters and general correspondence of a routine nature.
- Type a variety of materials, including general correspondence and memoranda.
- Research, compile, and analyze data for special projects and various reports.
- Initiate and maintain a variety of files and records.
- May serve as secretary to a board or commission, preparing the agenda, assembling background materials, taking and transcribing minutes of the meetings, and performing related support services.
- Serve as contact and resource person for the Chief of Police; screen calls, visitors and mail; under direction, may respond to sensitive requests for information and assistance; explain or refer to the appropriate person policies, rules, and regulations in response to inquiries and complaints.

- Perform a wide variety of complex, responsible and confidential secretarial and administrative duties for the Chief of Police and other designated personnel; create and prepare reports, manuals, correspondence and other materials; assist in the response to letters and general correspondence; compose and prepare routine letters, memoranda and reports.
- Coordinate Loud Party Ordinance enforcement between the Town and Police Department. Notify violators and the property owner of potential fines with respect to the ordinance. Maintain files for possible submission to Finance Officer for imposition of fines.
- Serve as computer system administrator for the department. Maintain contact with the Records Management Supervisor for updates and changes. Serve as contact person for resolving program difficulties.
- Initiate or assist in research of grant proposals; prepare comprehensive reports to provide documentation in conjunction with grant reporting requirements, as assigned.
- Initiate and maintain personnel files. Ensure the confidentiality of personnel file contents; maintain a schedule for purging personnel and I/A files.
- Work with Personnel Department on personnel actions.
- Perform Notarial duties as necessary.
- Provide assistance in conjunction with the Background Investigator duties while investigating an applicant for employment with the Department.
- Coordinate the purchase and requisition of supplies and equipment.

PERIPHERAL DUTIES

- Act as secondary personnel in the absence of records department personnel, which includes the ability to dispatch radio calls, process cases, fingerprint subjects, and other duties as assigned.
- Serve as department courier for interdepartmental correspondence between the police department and the Town and County offices.
- Act as support personnel under the direction of the Chief of Police during Emergency Operation Plan or Unified Command exercises.
- Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.
- Participate and assist in the administration of a department budget; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of work planning, organization and scheduling.
- Intermediate command of Microsoft Word, Excel and PowerPoint.
- Municipal budget processes.
- Operations, procedures, specific rules and precedents of Public Safety services, together with the ability to apply them with good judgment and tact in a variety of cases.

Ability to:

- Learn and apply the functions of this position as required by contemporary police services and law enforcement including the particular confidentiality requirements of the position.
- Work around armed police officers.
- Be exposed to graphic investigative material and investigations.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Communicate clearly and concisely, both orally and in writing.
- Compose general correspondence and letters.
- Work cooperatively with other departments, Town officials and outside agencies.
- Interpret and apply administrative and departmental policies, laws and regulations.
- Operate and use modern office equipment, including computer equipment.
- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective courses of action.
- Plan, organize and schedule priorities in the office.
- Compile and maintain complex and extensive records; prepare routine reports.
- Maintain confidential data and information.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Type at a speed necessary for adequate performance of assigned duties.

- Learn, interpret and apply pertinent Federal, State and local laws, codes and regulations, including Town administrative and Departmental policies and procedures pertaining to assigned programs and functions.
- Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative.
- Gather, prepare, and maintain accurate and complete records and reports.
- Handle multiple interruptions and adjustments to priorities throughout the day.
- Work hours other than typical business hours, as needed by the organization.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor’s degree from an accredited college or university, with major course work in public administration, business administration or a related field, with municipal work experience substituting for education.

Experience:

Two years of increasingly responsible secretarial, clerical and administrative experience in a municipal setting.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver’s License with an acceptable driving record and pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions at times.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.