

City of Florence
Executive Assistant to the Police Department-Confidential

DEPARTMENT: Police
CLASSIFIED: Regular
DATE: October 2016

REPORTS TO: Police Chief
POSITION STATUS: Non-Exempt
SALARY: \$17.31 - \$23.92/Hr

PURPOSE OF POSITION:

Perform the required duties of the position in a manner that supports the Police Chief's agenda for carrying out the mission of the agency. Act as a confidant and sounding board, and, if requested, offer input, opinion, and or advice concerning procedural issues relating to the successful daily operation of the Police Department. In addition, the Executive Assistant must perform a variety of administrative and clerical tasks to support administration and the Department. The work performed requires the frequent handling of sensitive and confidential information in the Police Department. The position dictates a high degree of trust and professional compatibility with the supervising Chief of Police.

ESSENTIAL JOB FUNCTIONS:

The essential functions include, but are not limited to, the following duties and responsibilities, which are listed in no particular order of importance.

- Compose letters, reports, newsletter articles, and other written materials from brief verbal instructions, or as directed from own knowledge of situations or information obtained from others. Draft, administer, and/or edit grants, resolutions, ordinances, correspondence, reports, forms, etc., as requested.
- Provide administrative support to the Chief of Police and department personnel which includes confidential and investigative materials, transcription, screening telephone calls, greeting visitors, creating forms, file maintenance etc. Review material for completeness, copy and distribute information as required.
- Screen calls and correspondence to the Chief of Police. In absence or unavailability of the Chief or other administration, respond to questions, take messages or refer to others as circumstances require. Contact other departments or outside persons/organizations to secure/relay information, follow up various administrative or other requests.
- The ability to represent the Chief of Police and the Police Department at various meetings as directed by the Chief of Police. Assist the Chief of Police and provide support in making presentations to City Council, boards, commissions, civic groups, and the general public.
- Maintain and process departmental records, including working with administration to calculate and review time sheets for completeness and then forward to Finance Department.
- Assist the Chief of Police in tracking budget and program progress. Overlook departmental expenditures and prepare check requests and purchase orders. Provide assistance regarding computer programs. Review grants and prepare quarterly and final reports.
- Track response to inquiries from staff, elected officials, outside agencies, and the public. Research and provide information in response to requests.
- Sort and distribute incoming mail. Prepare outgoing mail for delivery. Notarize documents.
- Represent the Police Department on various internal City Committees.

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- Purchase departmental supplies and coordinate the purchasing of departmental equipment as directed by the Chief of Police.
- Performs other duties of a similar nature or level.

Position shall follow all safety rules and procedures established for work areas.

QUALIFICATIONS

Knowledge of:

- Modern office practices, methods, and computer equipment. Computer applications related to the work. Record keeping principles and procedures. English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, City Council, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Ability to:

- Deal courteously and tactfully with the public. Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with elected officials, police officers, employees and the general public.
- Maintain confidentiality and effectively administer special and highly sensitive materials.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Establish priorities and organize own workload to meet established deadlines.
- Maintain work areas in a clean and orderly manner. Accurately classify, file and retrieve materials and documents.
- Accurately record and prepare minutes of meetings, as well as meeting follow up activities.
- Maintain proficiency by attending conferences and meetings, reading materials and meeting with others involved in work areas.

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JOB QUALIFICATION REQUIREMENTS

Mandatory Requirements:

Knowledge of office practices and procedures, excellent keyboard skills, Office Suite software (Outlook, Word, Excel, PowerPoint, Publisher), Adobe Professional software, shorthand or speed writing, and general office procedures. Some knowledge of accounting practices. Knowledge and advanced skills in research methods, Business English, and excellent report composition and preparation techniques. Must be very organized with excellent communication skills, especially English Composition skills, and advanced computer skills. Must be able to work in a busy work environment. Must be tactful and able to keep confidences. Must be able to meet deadlines and work independently.

High school diploma or equivalent and four years executive administrative or secretarial experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above duties. Valid driver's license.

Desirable Additional Qualifications:

Knowledge of municipal government functional areas. Experience with grant writing and or administration. Knowledge and experience in accounting, bookkeeping, and/or public budgeting. Associate's or Bachelor's Degree in business or related field.

Special Requirements/Licenses:

Must qualify for and obtain valid CPR/First Aid card and Notary or obtain within six months of appointment. Successful applicant must undergo fingerprint and criminal history check. Any felony convictions and some misdemeanor convictions, depending on their severity will disqualify an applicant.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to sit for long periods, to reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds, and occasionally weighing up to 30 pounds. Manual dexterity and coordination are required to operate office equipment.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police or designee.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT
INCLUDE OTHER OCCASIONAL WORK AS ASSIGNED.**