



# ADMINISTRATIVE ASSISTANT

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Administrative Assistant	<b>Effective Date:</b>	May 1, 2014
<b>Working Title:</b>	Administrative Assistant	<b>Type:</b>	Non-Represented
<b>Department:</b>	Police	<b>Supervisor:</b>	Chief of Police
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None

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### CLASSIFICATION SUMMARY

This professional level staff assistant provides confidential administrative and technical support to the Command Staff of the Police Department. This position prepares policies, procedures, staff reports and other technical documents; maintains police department files; and other related duties. Assignments involve the use of initiative and judgment in the independent conduct of work and are reviewed on the basis of results obtained. This position works under the supervision of the Chief of Police.

### SUPERVISION

Not a supervisory position.

### PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.*

#### Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee must lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a personal computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

#### Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

#### Work Environment / Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with employees and customers in conflict situations.

Occasional attendance at meetings or activities outside of normal working hours.

## **ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES**

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

### **40% Administrative Duties**

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Handle confidential and sensitive information/documents with discretion exercised in releasing such information.

Compose and/or prepare written material, ensuring proper layout, grammatical composition, punctuation; assist in research and preparation of statistical reports, personnel reports, budgets, and other confidential tasks.

Assist staff from other city departments regarding finance, human resources, and I.T. matters specific to the Police Department.

Prepare and update various forms, charts, materials, and informational handouts using desktop publishing or other applicable computer programs.

Prepare staff reports, monthly statistical reports, and other documents for distribution to department staff, City Manager, City Council, etc.

Assist with department policy maintenance to include ensuring policies are scheduled for review, format and dissemination of revised policies; store outdated policies.

Maintain and process department orders and directives.

Research grant opportunities, write grant requests, coordinate and submit grant reports in a timely manner.

Manage approved grants, report on progress, and help ensure compliance with program requirements.

Maintain administrative appointment schedule and makes travel arrangements.

Respond to inquiries and/or complaints from other employees and the general public on the phone and in person; provide desired information or refer to appropriate resource.

Establish and maintain Police Department administrative files and filing systems, control records, and indexes in accordance with state records rules.

Monitor department performance evaluation system, ensure timely preparation by supervisors, and assist with processing personnel action forms.

Assist with recruitment process, process necessary paperwork and correspondence for individuals offered employment.

Act as recording secretary for department staff meetings and prepare/distribute minutes of meetings.

Review employee timesheets to ensure accuracy and completeness; compile and maintain statistical data for Command Staff use.

Develop, prepare, and distribute department annual report.

Maintain files/records of department volunteers.

Schedule and assist with orientation and out processing of department personnel with Division Lieutenant.

Work with vendors and contractors on Keizer Police Department requests for service or products.

### **25% Purchasing Duties**

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Maintain inventory control and procure department office supplies, materials, uniforms, equipment and other applicable property items.

Order uniform, equipment, and other operating materials for employees and department use; assure timely delivery.

Prepare purchase orders when applicable.

Handle the issuance of department uniform, equipment, and other related items for new hires and current employees when appropriate.

Contact vendors to obtain proposals/bids on certain supply and operating materials, and make recommendation for purchase to the supervisor in charge and/or Chief of Police as requested.

Receive and process all receipts, purchase requests and invoices; verify accuracy.

### **25% Financial Duties**

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Verify department invoices for accuracy, code invoices with appropriate accounting number, obtain supervisor approval, and route to City Finance Department for timely payment.

Contact vendors regarding discrepancies with accounts payable.

Maintain accounts payable files.

Maintain petty cash accounts/funds.

Assist in development of departmental budget by providing documentation on expenses and analyzing data to project costs as requested.

Monitor budget expenditures and revenues; review budget reports and provide recommendations on department spending.

### **10% Training Program Duties**

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Register employees for training, including make arrangements for payment.

Input training information into department database.

Maintain training files for internal and external department training.

Complete and transmit appropriate training forms to Department of Public Safety Standards and Training (DPSST).

Monitor DPSST training and certification requirements for department personnel.

Assist vendors/instructors when scheduling or setting up city facility to provide training programs.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High school graduate or equivalency, plus four years of progressively responsible experience in a staff professional/technical position with at least one year experience in a police department, or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

### **Knowledge of:**

- Governmental and particularly police operational practices, procedures and methods.
- Research and study methodologies.
- Budget concepts and preparation.
- Business English, composition, and grammar.
- Accounting.
- Modern office administration and records management practices.
- Public purchasing and contracting laws and regulations.

### **Skill & Ability to:**

- Proficiently use office equipment including personal computers; word processing, spreadsheet and graphics software applications.
- Effectively communicate orally and in writing.
- Organize and prioritize multiple projects.
- Conduct analysis.
- Interpret and apply information in making decisions and providing information.
- Maintain professional integrity of sensitive and confidential information.
- Comprehend and interpret police policies and standard operating procedures, City ordinances, Oregon Revised Statutes, Oregon Administrative Rules and federal laws.

- Establish and maintain effective working relationships with other employees, representatives of governmental and community agencies, and the public.
- Maintain fiscal responsibility when expending public funds.

**Licenses, Certifications & Other Requirements**

- Possession of or ability to obtain Notary Public commission.