



EXECUTIVE 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.

Class Title:	Executive Assistant	Effective Date:	March 1, 2020
Working Title:	Executive Assistant	Type:	Non-Represented
Department:	Police	Supervisor:	Chief of Police
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

This professional level staff assistant provides administrative and technical support to the Command Staff of the Police Department. Provides primary administrative assistance or consultation to other members. Has responsibility for receiving, handling, routing, or storing confidential, protected, or sensitive information. This position prepares policies, procedures, staff reports and other technical documents. Maintains police department files. Assists Command Staff and City Human Resources (HR) in recruitment and hiring as well as employee and labor relations, including collective bargaining. 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. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

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 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.

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, frequent 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, including travel to local and regional meetings or conferences.

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.

30% Administrative Duties

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

Assist department members, public, and staff from other city departments regarding finance, human resources, and information technology (IT) matters specific to the Police Department.

Compose, type, edit, and proofread a variety of documents including forms, charts, memos, reports, statistical reports, informational handouts and other correspondence from rough draft, handwritten copy, verbal instructions, or other material ensuring proper content, layout, grammatical composition, and punctuation.

Update and retrieve information from a variety of databases. Perform online research and assist in research and preparation of statistical reports, personnel reports, budgets, and other confidential tasks.

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.

Compose, process, and maintain 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, help ensure compliance with program requirements, prepare and submit drawdown requests.

Maintain administrative appointment schedule and make travel arrangements.

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

Act as liaison between Police Department, other City departments, and staff as well as vendors.

Establish and maintain Police Department administrative files and records management 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.

Provide administrative support to the Chief of Police and the Police Department's bargaining team in preparation for, during, and after collective bargaining; primary responsibility for accurate and timely documentation throughout the process; also contribute information where appropriate and requested. Assist managers and members in adhering to provisions of collective bargaining agreement (CBA).

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

Ensure accuracy and completeness of employee timesheets; compile and maintain statistical data for Command Staff use.

Develop, prepare, and distribute department annual report.

Maintain files/records of department volunteers.

Coordinate facility repairs and installation of equipment as necessary. Work with vendors and contractors on Keizer Police Department requests for service or products.

Maintain department web page.

Receive and screen visitors and telephone calls for command staff; provide information and handle issues that may require sensitivity and the use of sound independent judgment.

20% Recruitment, Hiring/Promotion and Employee Orientation

Administer regular, volunteer (reserve officer and cadet), promotion and assignment recruitment processes for the department. Partner with HR personnel and department staff to ensure hiring and promotion practices are in accordance with all applicable federal, state, and local laws, and meet the parameters outlined in the City's and department's policy manuals.

Develop and post internal assignment and promotion announcements. Assist HR staff with announcements for Police Department external position recruitments.

Determine dates and schedule facilities for testing and interviews, including reserving equipment and ordering test materials.

Review employment applications, coordinate with and notify applicants and staff of all aspects of hiring process activities. Inform involved staff of relevant dates. Schedule and proctor police officer testing. Compile and analyze test and interview statistics and prepare reports.

Schedule interviews. Coordinate background investigations, schedule pre-employment psychological exam, medical, and drug screening appointments for candidates.

Coordinate development of interview materials and rating criteria.

Maintain recruitment files while recruitments are in progress, ensure transition of files to HR upon conclusion of the recruitment.

Conduct department employee orientations.

Complete and submit appropriate documents and forms to Department of Public Safety Standards and Training (DPSST). coordinate Personnel Action Forms (PAF) to ensure compliance with City and CBA requirements.

Respond to routine requests for information about department hiring process.

Coordinate transition of departing department personnel.

20% Purchasing Duties

Utilize best methods, including public contracts, to obtain goods in cost effective manner for a public agency.

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.

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

As department quartermaster, procure and issue department uniform, equipment, and other related items for department employees.

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

20% Financial Duties

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 multiple petty cash accounts/funds, conduct audits on funds.

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

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

10% Training Program Duties

Register employees for training, including arrangements for payment, lodging, travel, per diem, etc.

Input training information into department database.

Maintain training files for internal and external department training.

Complete and transmit appropriate training forms to DPSST.

Monitor DPSST training and certification requirements for department personnel.

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

Audit officer training records to ensure all training is documented.

MINIMUM QUALIFICATIONS

Education & Experience

High school graduate or equivalency, plus six 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.

Skill & Ability

Verbal and written fluency in English language.

Licenses, Certifications & Other Requirements

- Pass a comprehensive background investigation.
- Required at time of appointment: Criminal Justice Information Services (CJIS) clearance or ability to obtain within 90 days and maintain during employment.

ADDITIONAL QUALIFICATIONS

Knowledge

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

Skill & Ability

- Proficiently use office equipment including computers; word processing programs, spreadsheet and graphics software applications and desktop publishing applications.
- Effectively communicate orally and in writing.
- Organize and prioritize multiple overlapping projects.
- Conduct analysis of data and information and perform complex data entry and calculations.
- 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 as soon as practicable after hire.
- Required within six months of hire: NIMS ICS 100 and 700 Certifications