

POLICE ADMINISTRATIVE SERVICES MANAGER

FLSA: Exempt

GENERAL SUMMARY

Under limited supervision from the Chief of Police, this civilian position plans, directs, coordinates, supervises, and participates in the preparation, processing, and management of police records; manages and coordinates diverse and complex administrative support services assignments; plans, organizes and assists budgetary, fiscal, and personnel operations; coordinates and conducts various analytical studies; performs related duties as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists the Chief of Police in coordinating the fiscal and analytical operations of the department, which may include, but are not limited to, the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and management, and capital improvements.
- Prepare departmental budget; review analyze and compile budgets of various departments; explain needs and provide justifications for items; review expenditures and budget variances.
- Oversee and coordinate the organization, staffing, and operational activities of the Records Bureau, which may include, but are not limited to selecting, training, and evaluating personnel, and implementing disciplinary procedures when appropriate.
- Prepares bi-weekly payroll and maintains payroll records; Creates and updates personnel files, manually and/or electronically, regarding appointment data, and other relevant information to ensure that accurate information is kept on employee status; updates records to show changes in employee status, tax code and personal addresses.
- Compile and summarize a variety of data to prepare periodic and special reports related to personnel and overtime; prepare correspondence and a variety of reports and written materials; maintain accurate records and files.
- Assists employees with database training, payroll issues, and requests for payroll information on a regular basis. Researches payroll issues/discrepancies, and processes necessary corrections.
- Manages Federal and State grant expenditures and project objectives, prepares and submits quarterly progress reports and maintains related records.

POLICE EXECUTIVE ASSISTANT & RECORDS BUREAU SUPERVISOR

FLSA: Exempt

GENERAL SUMMARY

This is a supervisory civilian position in the Police Department responsible for the overall supervision of the Police Records Bureau and providing advanced, confidential secretarial services to the Chief of Police. An employee in this position performs supervisory, as well as difficult and complex secretarial functions, involving considerable independent discretion, judgment and initiative within the guidelines set forth by statutory requirements and department policies and procedures. An employee in this position works with a minimum of supervision with work results reviewed through the achievement of results desired and adherence to policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervises a small staff of civilian personnel involving: assisting in hiring, training, scheduling work, and approving time off and overtime; resolves employee problems, answers questions and evaluates subordinate's work performance
- Works as a liaison and coordinates activities with all areas within the Police Department and State, local and County agencies involving information exchange
- Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness
- Responsible for the control and supervision of all monies collected by the Records Bureau and ensures that financial statements are maintained, monies deposited with the Treasurer's Office, receipts turned in to the Chief's Office, and monies remitted to the appropriate court of jurisdiction
- Supervises warranty and contract maintenance
- Oversees operation and maintenance of various pieces of office equipment, and purchasing of equipment, supplies, forms and documents within assigned responsibility
- Receives communication for the Chief of Police in written and verbal form; relays information to the Chief in the appropriate form
- Schedules appointments, arranges and confirms meetings
- Assists with the preparation of the annual Police Department budget
- Maintains departmental files and tracks proper account number for budget and personnel purposes
- Maintains office supplies, inventory and filing system
- Prepares invoices, purchase orders, billings and arranges for the proper disposition of each
- Prepares departmental payroll and maintains related files

- Prepares proposals, responses, position statements, communications and related documents for the Chief of Police, related to administrative, employment, legal and union activity
- Composes correspondence; types a variety of reports and material from rough drafts, reviewing for correct structure, grammar, math and format; prepares correspondence from source files and documents using professional secretarial standards on style and format to obtain a final document
- Attends various meeting with the Chief of Police; takes and transcribes minutes into a final document
- Answers inquiries on Police Department policies, rules and procedures
- Performs related work within the general knowledge, skills and abilities set forth, or as assigned by supervisor

KNOWLEDGE, SKILLS AND ABILITIES

A Bachelor's Degree in business administration, public administration, communications or a related field from an accredited college or university, and two years of supervisory or administrative experience, preferably in a Police environment, or any equivalent combination of education and experience that would provide the following knowledge, skills and abilities:

- Knowledge of supervisory practices
- Knowledge of modern records management principles and practices
- Proficiency with: computers for word processing and spreadsheet applications (preferably Microsoft applications), transcription machine, calculator, facsimile machine, photocopier and typewriter
- Knowledge of modern senior level office practices and procedures
- Possess analytical skills in order to resolve problems and complete technical reports and projects
- Ability to supervise subordinate personnel
- Ability to establish and maintain effective working relationships with subordinates, coworkers, supervisors, other departments, officials and the public
- Ability to communicate effectively verbally and in writing
- Proficiency with: business correspondence, English language, spelling, arithmetic, grammar and computer typing
- Knowledge of basic accounting
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public, to interpret, explain and monitor office activity
- Ability to work independently within City and Police Department policies, rules and regulations

PHYSICAL DEMANDS

The physical demands characterized here, epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks, that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift objects of up to 10 pounds in weight. Occasionally the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision and the ability to adjust focus.

WORKING CONDITIONS

The employee works in a climate controlled office environment, with a moderate noise level.

AUTHORIZATIONS

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Date

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Date

Edward B. Koryzno, Jr., City Manager

Date