

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Administrative Assistant - Police*
Department: *Police*
Reports to: *Police Chief*
Status: *Non-exempt /Non-union*

Job Summary:

Perform and coordinate confidential administrative, office, personnel and departmental functions of the Police department, and is responsible for planning and coordinating premier communication and customer services, budget support and tracking, payroll administration, special events, website and information technology updates, and liaison with the Civil Service Secretary/Chief Examiner and Human Resources for Civil Service testing.

Essential Job Functions:

1. Perform administrative work such as preparation of complex and confidential correspondences, narrative reports and prepare articles for the newsletter and other publications; respond to phone inquiries, maintain Chief's calendar, other schedules, files and follow-up systems. Prepare agendas and minutes for advisory committee.
2. Maintain department budget; code bills, submit budget reports, maintain Department BARS account tracking, monthly reconciliation; tracking of credits and/or reimbursements, including administration of Government cell phone reimbursement system.
3. Prepare and maintain aspects of department payroll and records; administer terms of labor agreement as relates to payroll issues, including employee salary placement and increases.
4. Assist with financial planning and preparation of department bi-annual budget requests; coordinate travel arrangements for department members; arrange accommodations, direct billing, advance travel funds, reimbursements, expense vouchers
5. Perform secretarial support services for Police Chief, Captain and other divisions; keep agendas and minutes for department and staff meetings; prepare Department Annual Report, including spreadsheet and display graphs.
6. Establish and maintain effective and cooperative relations with City officials, department heads, supervisors, other departments, co-workers, representatives of business and community as well as the general public. Respond to inquiries using good judgment, tact and courtesy, sometimes in stressful situations.
7. Ensure that all department personnel records are forwarded promptly to Human Resources, including confidential materials, files, and assist in tracking employee performance evaluations on a timely basis, including rating sheets from supervisors. Forwarding completed evaluations to Human Resources.
8. Ensure department compliance with OSHA / Department of Labor & Industries record keeping requirements. Forwarding all accident/injury reports, as well as Department of Labor & Industry reports to Human Resources.
9. Maintain and replenish department petty cash, receipts, vouchers; track, log and forward cash receipts to Finance Department, including out-of-jurisdiction bail monies collected.
10. Order and maintain inventories of department supplies, and administer State Contract purchasing procedures.
11. Maintain City alarm users list; prepare and track false alarm billings.
12. Maintain the department website (input, edit, and update information and format).
13. Track and maintain division monthly reports, department correspondence and memos, employee Service Certificates, confidential files and Professional Affairs Unit complaints, required FCC radio files, department and vehicle files. Also maintain property management system, tags and logs, and personnel system records and database.

Associated Job Functions:

1. May provide switchboard relief at reception desk.
2. Collect and monitor department suggestion and reward system.
3. Perform related duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Working knowledge of Police Department policies, practices and procedures.
- Knowledge of departmental accounting, payroll, budgeting and personnel procedures.
- Working knowledge of applicable laws, regulations, procedures, Department Manual of Standards, labor agreements, and City and Civil Service rules and regulations.
- Excellent organizational skills and ability to prioritize work, multi-task, deal with interruptions, last minute changes

and rigid deadlines.

- Excellent oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Excellent written skills and ability to compose complex correspondence and reports from written drafts and oral instructions as well as ability to research, organize and compile data into meaningful reports.
- Knowledge of business English, spelling, grammar, vocabulary and punctuation.
- Mathematical skills and ability to recognize and report to supervisors on potential problem areas related to Department budget / payroll issues.
- Creativity to design and develop desktop publishing projects.
- Ability to work independently with minimum supervision and meet broad work expectations.
- Ability to maintain a high level of confidentiality.
- Ability to oversee the work of others in a manner conducive to efficient and effective performance and positive morale.

Working Environment and Physical Demands:

Work is performed indoors in an office environment and requires the ability to sit or stand for extended periods of time, walk throughout the facility including climbing stairs, as well as occasional travel to other City locations. Work requires a normal range of hearing and visual acuity, eye/hand coordination bending, twisting, reaching, stooping and fine manipulation skills to operate a personal computer, telephone system and other standard office equipment. May infrequently drive a City vehicle. Occasional attendance at evening meetings is required. May work varying shifts and holidays.

Experience and Training Requirements:

- High school diploma/GED or equivalent **with** two years college-level coursework or vocational training in a combination of office management, accounting, computers, administrative, secretarial, and/or business skills, **and**
- Four (4) years experience in a responsible administrative assistant position providing support to a division manager or department director, in a highly visible agency or office.
- Preference will be given for experience in a municipal, public sector, or law enforcement service environment.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.
- Must sign agreement acknowledging confidential nature of employment.
- Must pass background investigation, which includes screening of criminal history, prior sexual offenses, recent drug use, as well as psychological evaluation for aptitude to work in law enforcement.
- Must pass polygraph examination for law enforcement personnel.
- Valid Washington State Driver's License and a good driving record.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established:
Revised: 11/94, NWM/HR 1/04, HR 7/11, PD/HR 8/13, HR 12/14

FLSA: Non-exempt
Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.