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# EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE

FLSA Status: Non-exempt  
Adopted: December 2017

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## GENERAL DEFINITION

Under general supervision, performs a wide variety of highly responsible, confidential and complex administrative duties supporting the office of the Chief of Police and overall function of the Police Department; performs complex duties associated with California Peace Officer Standards and Training (POST) for sworn and non-sworn personnel; may be responsible for oversight of programs and projects of the department.

## DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class. It is distinguished from the class of the Administrative Technician series based on the level of technical job knowledge and skills required to provide support to the Chief of Police: requires a high degree of confidentiality and sensitivity to subject matter; exercises competency, high level of maturity and independent judgement. Depending upon assignment, work is performed independently or under general supervision. Incumbent exercises independent purchasing authority.

## TYPICAL DUTIES AND RESPONSIBILITIES:

### Duties may include, but are not limited to:

- Performs a wide variety of complex, responsible, and confidential duties including monitoring of project deadlines, budget development and grant funding.
- Effectively communicates with department personnel and program participants through various means of written and verbal communication.
- Prepares a variety of correspondence, reports, power point presentations and other materials from notes, rough drafts, handwritten material or other source; independently composes correspondence.
- Provides information and assistance to a variety of interested parties, which are frequently of a confidential, sensitive or technical nature.
- Assists department staff with development of individual training plans; monitors continuous professional training requirements and/or specialized training; prepares and submits training documentation and required certifications; identifies and resolves problems related to training.

- Organizes travel arrangements, maintains appointment schedules and calendars, and arranges meetings, conferences, and civic functions; maintains calendar for use of the public space at the department.
- Ensures compliance with POST rules and regulations pertaining to training requirements and reporting standards.
- Prepares and submits notices of appointment, resignation, termination, and promotion to POST.
- Prepares for and facilitates POST annual audits of training and background files.
- Coordinates, maintains budget, collects fees, issues receipts and provides facilitation support to Inner Perspectives.
- Maintains departmental confidential files and retention schedules including: personnel records, POST required documentation, internal affairs investigations and citizen complaint files.
- Maintains complex department records concerning budget development and fiscal matters, including training activities and compliance with various regulations.
- Maintains manuals and updates resource materials.
- Prepares invoices/receivables with proper account information for payment.
- Participates in budget preparation and administration; provides cost estimates for budget recommendations; monitors expenditures.
- Identifies concerns and contacts building maintenance to correct building related issues.
- Maintains security access information for the department and Town Hall personnel.
- Attends and participates in professional group meetings.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of the operations, services and activities of a comprehensive municipal law enforcement program.
- Research and reporting methods, techniques and procedures.
- Sources of information related to a municipal law enforcement training programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Custodian of Records and general record keeping principles, procedures and requirements.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, regulatory organizations and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

## **Ability to:**

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Coordinate and oversee administrative and training activities, projects, and programs.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational tasks.
- Plan, organize and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics including grant funding, budget and operational alternatives.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships.

## **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Education equivalent to the completion of the twelfth grade, college coursework desirable.
- Five (5) years\* of increasingly responsible secretarial and clerical experience involving frequent public contact, preferably with a municipality.

\*Bachelor's degree may substitute for up to three (3) years relevant experience.

## **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

## **SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably.
- Review reports and correspondence quickly and accurately.
- Report to work at any hour of day or night as required by disaster or other emergency situation.
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity.
- Intermittently twist to reach equipment in their work area.
- Perform simple grasping and fine manipulation.
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.).
- Attend and participate in evening meetings as assigned.
- On a continuous basis, must sit at a desk and in meetings for long periods of time.
- Perform all duties listed on the job description except those determined to be incidental.