

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Executive Assistant/Office Manager (Police)</b>
<b>Class Code Number</b>	<b>1017</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>25</b>
<b>Effective Date</b>	<b>07-01-2014</b>

### General Statement of Duties

Provides office administration for the Police Department within the City and Borough of Sitka in the development, administration, coordination, and implementation of departmental policies, procedures, programs, and activities; performs related.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform a full range of professional and administrative office services in support of Police Department functions and within the framework of the standards of the City & Borough of Sitka. The work is performed under the direct supervision of the Police Chief with minimum supervision and considerable leeway granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment and many duties of this class are of a confidential and sensitive nature due to the services performed by law enforcement and the responsibilities delegated to this employee.

### Examples of Essential Work (Illustrative Only)

- Assist the Chief with all administrative processes including, but not limited to planning, organizing, budgeting, supervision, staffing, training, and control
- Provides operational input and fiscal analysis for development of department budget, while controlling department expenditures
- Acts as procurement specialist for department, ensuring that all purchases are made in accordance with the City's procurement policies
- Responsible for issuance of purchase orders and electronic receipt of materials, utilizing the City's accounting computer system
- Monitors department expenditures to ensure fiscal responsibility
- Serves as departmental contact for vendors, obtaining accurate quotes for appropriate goods/services when necessary and placement of orders with vendors
- Maintains accurate inventory of departmental equipment and supplies
- Responsible for submission of department check requests and billing requests
- Prepares applications and sub-sequential quarterly reports and financial summaries for departmental grants
- Ensures adequate communication of organizational goals; directing, stimulating and motivating staff
- Makes all travel and training arrangements for Police personnel
- Collects and verifies employee time sheets, alerting appropriate administrative staff of any discrepancies
- Maintains field personnel files for all employees, keeping information secure and confidential

- Plans and administers testing procedures for police officer, jail officer and dispatcher
- Types and prepares correspondences for the Police Chief
- Performs research and compiles data for Police projects
- Answers telephone for administrative offices, providing information to callers or referring individuals to appropriate Police personnel or other City and Borough departments/outside agencies as necessary
- Acts as representative for Police Department, receiving the public, greeting visitors, documenting complaints, and taking actions to resolve problems in a courteous and professional manner
- Process personnel-related documents for departmental employees including evaluation forms, pay rate changes, forms for hiring, terminations, promotions, etc.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including current and potential work problems with suggestions for new or improved ways of addressing such problems
- Attends meetings, conferences, workshops and training sessions to remain current on the principles, practices and new developments in assigned work areas
- Communicates and coordinates regularly with appropriate personnel to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Prepares agendas for and attends Police & Fire Commission in a secretarial capacity
- Creates and maintains department website
- Performs other related duties as assigned

#### Required Knowledge, Skills and Abilities

- Ability to work independently
- Ability to maintain confidentiality
- Thorough knowledge of modern office procedures and equipment
- Thorough knowledge of modern filing systems
- Some knowledge the current practices and procedures involved in Police operations
- Ability to communicate well with others, both orally and in writing, using both technical and nontechnical language
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies
- Ability in math to add, subtract, multiply, divide and derive percentages
- Ability in writing to prepare correspondences according to standard business practices
- Ability to accurately type materials at a reasonable rate of speed
- Ability to learn City and Borough policies and Departmental rules, procedures, practices and objectives
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

#### Acceptable Experience and Training

- Graduation from high school or possession of a GED, an Associate's Degree or equivalent in Office Management or a related field preferred; and
- Considerable related office experience, preferably within a municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

None

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
  - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
  - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
  - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.
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