

TITLE: ADMINISTRATIVE SPECIALIST
LEVEL: M-1 \$41, 382 - \$50, 476/yr
DEPARTMENT: POLICE

FUNCTION: Performs a variety of routine and complex technical work to provide efficient and effective management in the administration of the office of the Chief of Police.

SUPERVISION RECEIVED: Works under the general supervision of the Chief of Police.

SUPERVISION EXERCISED: Supervises staff as designated by the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assures that assigned areas of responsibility are performed in accordance within departmental and City guidelines. Monitors expenditures and coordinates medical claims and billings for department personnel. Prepares a variety of correspondence, reports, memoranda, confidential documents, and related information in the course of the administration of the department.

Sets up and maintains a tracking system for receipts and expenditures and program reports for the budget of the Office of the Chief of Police. Provides Chief of Police with periodic and as-needed budgetary reports and makes presentations to same.

Maintains communications and a good working relationship with City, State, Federal and private departments and organizations. Receives and directs response to service inquiries in the Office of the Chief of Police. Assists Chief of Police in the preparation of legal documents as needed. Prepares, reviews and disseminates policy statements, administrative documents, and information for the Chief of Police.

Assists Chief of Police by receiving and directing all calls received in the office. Maintains call, message and visitor logs, and arranges and coordinates schedule of appointments, briefings, and meetings for the Chief of Police. Briefs the Chief of Police on all matters that have been handled on his/her behalf included calls, appointments and other relevant information. Prepares and coordinates issuance of licensing and permits. Performs other administrative duties as assigned by the Chief of Police and/or his/her designee.

EDUCATION AND EXPERIENCE: Graduation from a college or university with a Bachelor's degree in public administration, political science, human resources, business management, or a closely related field, or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of principles and practices of modern public administration; working knowledge of human services administration and case management; working knowledge of modern records management techniques. Skill in operation of listed tools and equipment. Ability to accurately record and

maintain records. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public. Ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Personal computer, 10-key calculator, telephone, copy machine, fax machine.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.