



POSITION DESCRIPTION

Title:	Executive Assistant to Chief of Police	Department:	Mammoth Lakes Police Department Non-Sworn
Type:	Regular, Full-Time	FLSA Status:	Exempt
Pay Range:	M/101	Revised:	09/2018

DEFINITION

A civilian classification, responsible for performing a variety of administrative services in support of sworn administrative and supervisory staff at the Mammoth Lakes Police Department. As a member of the department's management team, the incumbent is expected to work independently and exercise sound judgment and initiative in implementing quality police administrative support services to the department and the public. The incumbent receives occasional instruction and assistance as new or unusual situations arise and must become fully knowledgeable of the operating policies and procedures expected of administrative support functions of the Mammoth Lakes Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Chief of Police, or designee. May supervise other administrative/clerical staff in specified operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Perform a variety of complex, responsible, and confidential duties for the Chief of Police and other designated personnel; respond to sensitive requests for information and assistance.
- Upon direction from the Chief of Police, plan, organize, and schedule work priorities.
- Research, compile, and analyze data for special projects and various reports.
- Initiate and maintain a variety of files and records, including personnel records; ensure the confidentiality of personnel file contents; maintain a schedule for purging personnel and internal affairs files.
- May serve as secretary to a board or commission, preparing the agenda, assembling background materials, taking and transcribing minutes of the meetings, and performing related support services.
- Create and prepare reports, manuals, correspondence, and other materials; assist in the response to letters and general correspondence.
- Coordinate Loud Party Ordinance enforcement between the Town and Police Department. Notify violators and the property owner of potential fines with respect to the ordinance. Maintain files for possible submission to the Finance department for imposition of fines.
- Serve as the computer system administrator for the department. Maintain contact with the Records Supervisor for updates and changes. Serve as contact person for resolving program difficulties.

- Initiate and assist in research of grant proposals; prepare comprehensive reports to provide documentation in conjunction with grant reporting requirements.
- Work with the Human Resources Department on personnel actions and payroll functions.
- Provide assistance to the Background Investigator.
- Coordinate the purchase and requisition of supplies and equipment.
- Act as back-up in the absence of the Records Supervisor, which includes the ability to dispatch radio calls, fingerprint subjects, and other duties as assigned.
- Act as support personnel under the direction of the Chief of Police during Emergency Operations.
- Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings, trainings, and conferences for all department members.
- Participate and assist in the administration of a department budget; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of work planning, organization, and scheduling.
- Modern office practices, procedures, methods, and equipment.
- Intermediate to advanced knowledge of Microsoft Office programs.
- Municipal budget processes.
- Operations, procedures, specific rules, and precedents of Public Safety services, together with the ability to apply them with good judgment and tact in a variety of cases.

Ability to:

- Learn and apply the functions of this position as required by contemporary police services and law enforcement including the specific confidentiality requirements of the position.
- Work around armed Police personnel.
- Be exposed to graphic investigative material and investigations.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply administrative and departmental policies, laws, and regulations.
- Operate and use modern office equipment, including computer equipment.
- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective courses of action.
- Plan, organize, and schedule priorities in the office.
- Compile and maintain complex and extensive records; prepare routine reports.
- Maintain confidential data and information.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Learn, interpret, and apply pertinent federal, state, and local laws, codes and regulations, including Town administrative and department-specific policies and procedures.
- Gather, prepare, and maintain accurate and complete records and reports.
- Handle multiple interruptions and adjustments to priorities throughout the day.
- Be present and available for work including outside of typical business hours as needed.

Experience and Training:

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

Education:

Bachelor's degree from an accredited college or university, with major course work in public administration, business administration, or a related field. Municipal work experience may substitute for education.

Experience:

Two years of increasingly responsible secretarial, clerical, and administrative experience in a municipal setting.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record. Must be able to pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, copy machine, fax machine, and livescan 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.

Vision adequate to operate vehicles and office equipment, read instructions, and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine, and related functions; ability to lift office files, binders and small office equipment, as needed. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment, and talk and hear. The employee is occasionally required to carry up to 50 pounds with assistance. The employee may be required to stoop, crawl, crouch, balance, or climb short distances. Specific vision ability required by this job includes

close vision, color vision, peripheral vision, depth perception, and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally, or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described 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 work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions at times.

GENERAL

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 Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Received and Reviewed by:

Employee Signature

Date