

City of Cordova Position Job Description

Administrative Specialist

DEPARTMENT: POLICE
SUPERVISOR: POLICE CHIEF
CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
HOURS: MON- FRI, 8AM – 5PM

SUMMARY

The Administrative Specialist performs complex and highly confidential administrative, clerical and public relations support for the Cordova Police Department.

GENERAL STATEMENT OF DUTIES

Assists Chief of Police with all administrative processes including strategic planning, budgeting and financial controls, supervision and staffing, training and public relations. Designated department contact responding to other law enforcement agencies, public officials and the general public. Coordinates with Public Communications/Special Projects to develop materials promoting department activities and community relations via the web and social media. Oversees department human resource activities, to include recruitment, specialized background checks, security clearances, and tracking staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs financial analysis and provides input for development of department budget.
- Ensures all Department purchases are made in accordance with City's procurement policies; monitors department expenditures to ensure compliance with approved budget.
- Maintains accurate inventory of departmental equipment and supplies.
- Maintains system of tracking and securing evidence; oversees activities performed by designated evidence custodian to ensure compliance with regulatory requirements and best practices.
- Maintains records for case files, arrests, jail time and various registrations using software program and other tracking methods; ensures security of records and CJIS.
- 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.
- Answers telephone for administrative offices, providing information to callers or referring individuals to appropriate Police personnel or other City departments/outside agencies as necessary.

- Processes personnel-related documents for department employees including evaluation forms, pay rate changes, forms for hiring, terminations, promotions, etc.
- Collects and verifies employee time sheets, alerting Police Chief to any discrepancies prior to submission for payment.
- Plans and administers training and testing programs for Department personnel.
- Tracks and ensures qualification standards and security certifications/clearances for department personnel are current; schedules testing and training as necessary; submits required paperwork to maintain standards.
- Assists Police Chief in confidential matters, including personnel issues.
- Maintains confidential background, training and in-house personnel files, under the guidance of the City's Human Resources department.
- Under the guidance of the City's Public Communications/Special Projects Manager, produces Department press releases; maintains web content on City of Cordova website, printed materials, and social media communications as needed.
- Manages the implementation and distribution of Department Directives and City policies.
- Assists Police Chief in applying for and managing grants.
- Prepares all monthly, quarterly, and yearly reports to City Hall and various state and federal agencies.

MINIMUM QUALIFICATIONS

- A. High School Diploma or GED.
- B. Ability to obtain required security credentials.

PREFERRED QUALIFICATIONS

- A. Postsecondary degree in a related field.
- B. Experience as a public safety or police dispatcher.
- C. Finance experience to include accounting, purchasing and budgeting.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Advanced administrative skills.
- B. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- C. Skill in assessing situations and reacting in a calm, rational, professional manner.
- D. Ability to manage multiple tasks and prioritize activities according to needs.
- E. Ability to maintain composure and use diplomacy and tact when dealing with public.
- F. Ability to carry out orders with precision and speed and make quick and accurate decisions.
- G. Ability to comprehend, interpret and apply state and federal laws and regulations.
- H. Ability to handle police evidence in a responsible and confidential manner.
- I. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- J. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

REQUIRED TECHNICAL SKILLS

Thorough knowledge of computers, retrieval of computer information and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in a general office setting. Employee may interact with upset staff and/or the public in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits the employee to explain laws and ordinances. Sufficient vision, with or without reasonable accommodation, which permits the employee to read printed materials and a computer screen. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment. Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry items weighing up to 20 pounds.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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