



INDIAN SHORES POLICE DEPARTMENT

SERVING INDIAN SHORES & REDINGTON SHORES

19305 Gulf Blvd, Indian Shores, FL 33785

ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE

SALARY RANGE

\$38,864.00 - STARTING

\$58,296.00 - ENDING

SUMMARY:

This is an independent, advanced, technical position responsible for the daily administrative operations, projects as assigned by the Chief or Designee, and services of the Department. Employees in this class exercise considerable independent judgment while following established policies and procedures. General supervision is received from police department's executive management, and work reviewed through observations, meetings, and obtained results.

Depending on the department assigned and/or job responsibilities this position will be subject to additional background and security clearances may be required or as mandated by the FDLE, CJSTC and the Indian Shores Police Department, due to their access to the police department facility or police department's electronic data.

EMERGENCY RESPONSE STATUS: Indian Shores Police employees will be required to work as directed during an undeclared and/or a declared emergency. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location and may include duties other than those specified in the employee's official job description. This is a condition of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as a liaison with other departments, professional individuals/groups, and the public in matters pertaining to office programs or operations and conveys information among division/department personnel using the most effective method.
- Responds to questions/complaints, researches problems, initiates problem resolution, and brings to conclusion.

- Manages and coordinates the records and filing system to be the most efficient and effective, using all available technology, with a focus on records automation.
- Responds to and fulfills major public records requests and subpoenaed requests for public records.
- Acts as the records management liaison with local, state, and federal agencies as related to reporting requirements by the agency.
- Agency administrator for County's Odyssey and VIPAR software.
- Conducts audits as required by the State and accreditation standards.
- Oversees the scanning and destruction of department records, safe storage of vital records and yearly reporting of destruction actions.
- Completes court ordered sealing and expunging of arrest records and completes administrative arrest expungements for submission to the State.
- Prepares reports and audits.
- Makes budgetary recommendations.
- Gives testimony in civil and criminal court proceedings as related to work.
- Performs related work as required.
- Manages and organizes paper and electronic project management files.
- Provides secretarial support to executive manager and department personnel.
- Inputs, accesses, retrieves, and manages data to and from the Town computer system.
- Manages and coordinates department information flow to be the most efficient and effective, using all available technology.
- Conducts research on technical information and compiles routine and special reports.
- Prepares forms independently and composes letters and memorandum for executive management signature.
- Responds to routine correspondence within established guidelines.
- Responsible for projects/programs as given by executive management, and for details and completion of project/program.
- May supervise subordinate staff.
- Engages in department's daily events and must be able to participate in creative solutions to any challenges that may arise.
- Anticipates departmental needs and plans accordingly.
- Performs research for department and is resourceful in finding solutions.
- Processes departmental documentation in accordance with Town policies and procedures (i.e. payroll, training, and purchasing).
- Researches products/prices with vendors and obtains competitive price quotes; enters purchase order and blanket purchase order data into computer system and maintains purchasing records.
- Manages the department's calendar and mail, plans and schedules meetings, conferences and travel arrangements, and sees that the executive manager is fully briefed on matters to be considered.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Training and Experience:

- Associates Degree (Bachelor's Degree preferred) in a business-related field from an accredited college or university and five years of related experience an executive assistant or office manager. An equivalent combination of training and experience may be considered.
- Possession of a valid Florida Driver's License is required.
- Depending on the department security clearances as mandated by the FDLE, CJSTC and the Indian Shores Police Department, due to their access to the police department facility or police department's electronic data.

Knowledge, Skills, and Abilities: Considerable knowledge and understanding of business English, spelling, punctuation, and mathematics, office practices and procedures, and project management theories and practices. Knowledge of basic accounting practices. Skilled in the applications of research practices, modern administrative techniques, and the use of Microsoft office products and communicating. Ability to establish and maintain effective working relationships with employees, elected officials, vendors, and the public. Ability to utilize organizational problem-solving skills. Ability to maintain records in reference file and compose effective and accurate correspondence. Ability to understand contract terms and conditions. Ability to understand and apply applicable rules, regulations, policies, and procedures. Ability to think cognitively and efficiently and adapt to changing technology. Ability to lead and supervise activities of subordinate staff and manage office services. Ability to input, access, and retrieve data from a computer. Ability to self-motivate, work independently, and be resourceful. Must be able to maintain confidential information related to investigative and personnel matters of the Town and Police Department. Ability to complete other duties assigned by the Chief.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work Environment: 98% inside a climate-controlled building. 2% outside which includes driving.

Physical Requirements: The essential functions of the job require; sitting approximately six (6) hours, standing approximately one (1) hour, and walking approximately one (1) hour per day. The job also requires frequent: fine manipulations, reaching, grasping, and repetitive motion, and lifting/carrying objects weighing up to 15 pounds; with occasional bending/stooping, and lifting/carrying objects weighing up to 25 pounds. On rare occasions the work requires climbing, crawling, kneeling, pulling, and pushing.

Sensory Requirements: **Hearing:** Ability to understand what others are saying in normal conversation and on the telephone. **Speaking:** Ability to communicate orally with others and

speaking effectively on the telephone. Seeing: Ability to see and read computer monitor and calculator screens, read fine and/or normal print, and drive.

Driving Requirements: The work requires frequent driving and possession of a valid Florida Class "E" Driver License.

Office Machines: The work requires the ability to operate the following office machines: scanner, calculator, computers, telephone, radios, printers, fax machines, photocopiers.