



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	EXECUTIVE ADMINISTRATIVE ASSISTANT		
Department:	Police		
Supervisor:	Police Chief		
Date:	February 2012	Position No.	PD/13
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for performing administrative and secretarial duties in support of the administration of the Police Department.

Job Scope:

The purpose of this position is to provide administrative and secretarial support to the Police Chief and the department. Successful performance helps ensure the efficient performance of office operations

Essential Duties and Responsibilities:

1. Answers telephones, processes mail, files documents, orders supplies, and prepares and transcribes reports, memos, forms, and other documents.
2. Prepares, maintains, and disseminates various forms such as personnel orders, training forms, ride-along forms, and memorandum logs.
3. Prepares and maintains a current SOP Manual. Prepare (type), copy and distribute any new policies or procedures.
4. Serves as secretary to the Police Personnel Board: prepares monthly meeting agendas, schedules meetings, and prepares meeting packets.
5. Organizes, directs, and participates in the police recruit testing process: prepares mailings and advertisements; orders test materials; sets up facilities for tests; prepares memoranda and background packets; coordinates background investigation process; schedules interviews; prepares memoranda for applicants and City Council. This work is performed under the direction of the Police Personnel Board.
6. Administers the department promotional process: prepares postings; orders books and testing materials; schedules testing; arranges outside administrative assistance as needed; prepares memoranda for candidates and City Council. This work is performed under the direction of the Police Personnel Board.

7. Maintains confidential files, including personnel records and microfilm.
8. Maintains the department's benevolent bank account: orders and purchases flowers, gifts, and cards for employees and/or immediate family members as warranted; maintains calendar of employee birthdays and hire dates; reconciles bank statements.
9. Establishes and maintains various computerized databases.
10. Assists with hiring process for civilian positions; schedules and administers tests; participates in interviews.
11. Organizes, plans, and directs multiple special events, including awards and memorial ceremonies, graduations, holiday and community events, and blood drives.
12. Assists with special projects as needed.
13. Processes and posts paperwork received from City Clerk, including job notices, policy and procedure changes, and benefits notices.
14. Maintains office equipment.
15. Performs other related duties as assigned.

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

Minimum Qualifications:

1. Associates degree in Secretarial Science, Business, Planning or related field from an accredited college
2. 2 years of experience in a related field
3. Knowledge of Microsoft Office Products
4. Knowledge of municipal government practices preferred
5. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of modern office practices and procedures.
2. Knowledge of city and department policies and procedures.
3. Knowledge of software and database applications.
4. Skill in operating a computer and standard office equipment.
5. Skill in oral and written communication.

Guidelines:

1. City ordinances, city and department policies and procedures, and supervisory instructions,
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related administrative and secretarial duties. Conflicting project priorities contribute to the complexity of the work.

Principal Working Relationships:

1. Police Personnel Board, Co-workers, other city employees.
2. Law enforcement personnel from other agencies, civic and business leaders, media representatives, vendors, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer.