

**City of Wenatchee
JOB DESCRIPTION**

Title: **ADMINISTRATIVE ASSISTANT TO THE CHIEF**
Department: **POLICE**

Reports to: **Police Chief**

Classification: **Exempt**

Affiliation: **Management/Administrative Group**

Date: **Revised September 2001**

GENERAL POSITION SUMMARY

Provide highly responsible, varied and complex administrative support for the Police Chief and department. Monitor budgetary administration; provide monthly payroll information to the Finance Department. Provide general clerical support to the Chief, including work on confidential issues and projects. Provide information and services to the public, the Mayor, Council and all departmental personnel. Work independently, exercising discretion and good judgment while maintaining timelines and working with minimum direct supervision.

ESSENTIAL JOB FUNCTIONS

1) Budget administration – Monitor expenses, assist with budget preparation and record keeping including compilation of budget data, research on vendor prices, and submittal of purchase orders. Monitor and disperse inventory and general supplies for the department operation, review expenditures, provide analysis and maintain records to remain in compliance with budgetary guidelines. Maintain payroll records and processes monthly payroll reports. Assist in formulating annual budget.

2) Clerical and administrative support for the Chief – Handle administrative office communications. Maintain phone logs, files and records for efficient operations. Provide general, and/or confidential services while responding to inquiries and requests; coordinate work flow and information within the administrative areas, maintain appointment calendar for the Chief, compose correspondence, screens phone calls and coordinates responses to inquiries.

3) Building maintenance and repair – Coordinate a variety of services and service requests with repair and supply vendors, City staff and personnel.

4) Special projects and communications – Explain policies, procedures and purposes of departmental guidelines and regulations to assist the public and other City personnel. Work with other public and law enforcement agencies to explain operations, answer inquiries, and assist the Chief. Coordinate issues with police personnel to insure efficient departmental operations.

5) Operational/administrative duties - Acts as resource person for issues involving the Chief and the department. May attend City or community meetings. Search records, compile data, classify information; initiate, examine, and takes routine action on a variety of topics.

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OTHER FUNCTIONS

Performs other duties as needed or directed.

SUPERVISORY RESPONSIBILITY

Not a supervisory position, but may oversee or train clerical support staff as needed.

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INTERPERSONAL CONTACTS

Ability to establish and maintain productive working relationships with other employees, officials and the public. Demonstrate appropriate and courteous behavior while dealing with a variety of people, and during stressful situations.

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PHYSICAL AND MENTAL CAPABILITIES

Knowledge and application of effective office principals and practices including skill in word processing, operating computer, phone and other office equipment. Ability to plan, organize and schedule work priorities and maintain extensive and complex records. Strong use of proper grammar and spelling, able to express ideas clearly and concisely in writing and verbally. Strong coordination skills to monitor department activities and projects in a timely fashion. Understand, apply and execute instructions and interpret guidelines to a wide variety of situations. Must be able to work more than 8 hours in a day or 40 hours in a week on occasion, or in differing venues.

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JOB CONDITIONS

Duties are primarily performed in an office environment with occasional lifting of 40 pounds.

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EDUCATION AND/OR EXPERIENCE

High school degree with preference for college work and/or minimum of five years of progressively responsible experience in business, public administration, or law enforcement, or related fields. Must possess a valid Washington

State driver's license. Demonstrable skill in WORD, EXCEL, OUTLOOK, POWERPOINT and MICROSOFT OFFICE including calendar and appointment management, or equivalent.

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The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job 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 contract and is subject to change as the needs of the employer and requirements of the job change.