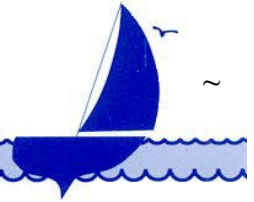




City of Des Moines, Washington
JOB DESCRIPTION



EXECUTIVE ASSISTANT to the CHIEF OF POLICE

Regular, Full-time

Salary Grade: G-21

FLSA Status: Overtime Eligible

Union Status: Non-represented

EEO Category: Administrative Support

Nature of Work

Under the general supervision of the Chief of Police, the executive assistant position provides highly responsible, complex, and confidential administrative support services and serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Police Chief. This person will maintain the Chief of Police's busy and complex calendar, provide administrative/clerical support to Command staff, respond to inquiries and complaints, and represent the Police Department in a diplomatic and professional manner. This role includes a variety of responsibilities and requires a high degree of sensitivity to confidential matters, sound judgment, and decision-making abilities to perform duties according to the Chief's direction, established procedures, and policies. This position also serves as the primary administrative support for the Police Department.

Distinguishing Characteristics

The Executive Assistant to the Chief of Police is a single position in the Police Department responsible for providing the Police Chief with administrative and clerical support to manage the daily operations and workflow for the office of the Chief. There is a greater emphasis on preserving the confidentiality of sensitive information and the performance of highly technical assignments. The incumbent has a high degree of responsibility, performs complex administrative research and analysis, and provides recommendations for efficient administrative/clerical operations for the department. This position also serves as the primary administrative support for the assigned area.

Essential Functions

- Directly supports the Police Chief as a confidential assistant, performs highly skilled and complex administrative support functions; maintains the Police Chief's busy calendar; coordinates, schedules, arranges, and confirms meetings, appointments, conferences, hearings, and community/intergovernmental events; prepares agendas and other correspondence for meetings; ensures that the Chief arrives on time and is well prepared.
- Exercises discretion in disseminating information, explaining policies and procedures, and speaking for the Chief of Police in personal and telephone contacts and meetings as directed; prioritizes inquiries and requests while troubleshooting conflicts; makes judgments and recommendations to ensure smooth day-to-day engagements within the Police department.
- Researches, disseminates, and prioritizes issues and concerns of particular interest to the Chief, including those of sensitive or confidential nature, determining an appropriate referral or response and follow-up as directed by the Police Chief or designee.
- Relieves the Command staff of various administrative support functions for routine and special projects; composes, prepares, and coordinates correspondence, reports, newsletters, notes, lists, tables/charts,

PowerPoint presentations, and analyses. Performs research, monitors calendars, schedules meetings, and maintains department files.

- Acts as liaison in coordinating matters between the Police Chief and the public, employees, City Manager's office, elected officials, representatives of outside agencies, and the media. Responds to routine inquiries or complaints; provide information of general or limited technical nature or services to callers and visitors, including citizens, employees, and various outside agencies.
- Analyzes, organizes, and ensures the smooth running of Police Department office operations and procedures such as personnel, information management, filing systems, and requisition and maintenance of office supplies and other equipment. Researches and develops resources that create a timely and efficient workflow.
- Coordinates personnel and timekeeping functions with the Human Resources and Finance departments.
- Participates in department-wide long-range strategic planning activities. Prepares and recommends objectives, methodologies, & associated schedules.
- Monitors and controls expenditures of assigned budget accounts and items in accordance with City budget policies; determines and authorizes the purchase of office supplies and services; processes invoices and purchase card statements; prepares and maintains financial records and documents.
- Maintains extensive filing system, including confidential files; locates files, documents, and other information as necessary.
- Assists with monitoring department accreditation standards and ensures compliance, as required.
- Reviews and edits material prepared by others before signature by the Chief of Police.
- Provides notary services.
- Attends and participates in law enforcement-related associations and committee meetings as assigned.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable, and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Law enforcement services and responsibilities.
- Emergency response procedures.
- Standard business office practices and systems.
- Basic accounting principles.
- Modern office practices, procedures, and equipment.
- Principles and techniques of supervision and training
- English usage, spelling, grammar composition, and punctuation.

Skill and Ability to:

- Follow written and/or verbal instructions.
- Work independently and/or with minimal supervision.
- Maintain confidential data and information.
- Transcribe dictation or meeting notes accurately and efficiently.
- Handle multiple tasks and conflicting priorities with confidence and poise in an environment where interruptions can be expected.
- Compile and maintain complex and extensive records.
- Maintain confidential data and information.
- Proficiently operate a computer, including the use of Word, Excel, PowerPoint, Publisher, Outlook, and similar programs.

- Accurately type 50 words per minute.
- Ability to perform administrative functions, including assigning and reviewing other staff members' work.
- Accurately perform basic math (add, subtract, multiply, divide.)
- Accurately process cash receipts in a timely manner.
- Create and understand the financial and management requirements of a city budget.
- Basic research and analysis and techniques.
- Effectively communicate the Police Department's programs to the community and other law enforcement entities.
- Effectively deal with employees, management, and the public on a one-to-one or group basis.
- Analyze situations accurately and adopt a practical course of action.
- Plan and organize work.
- Perform the essential functions of the position.

Education and Experience Requirements

- Associate's Degree or equivalent vocational/technical training with course work in office systems technology, business or public administration, or other field related to administrative work and;
- Three (3) years of experience providing executive-level administrative support (public sector, desired).
- A combination of experience and training enabling the individual to perform the position's essential functions may be considered.
- Proficient in Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.
- Law enforcement experience is highly desired.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of an extensive pre-employment background and criminal history check, including polygraph and drug screening.
- Possess or have the ability to obtain and maintain WA State Notary License.
- Possess current Access certification or ability to obtain within sixty (60) days upon hire and maintain throughout employment.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in an office setting. Occasional attendance at night meetings, early meetings, and weekend events may be required. Occasional travel to off-site locations is required. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce, and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions, or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established November 2018. Updated 2022, 2023.

