



Job Description

Title: Administrative Services Manager	FLSA Status: Exempt	Created:
Supervisor: Chief of Police	Supervises: Property & Evidence Technician	Revised:
Job Family: Police Services	Bargaining Unit: Management/Conf	Approved:

JOB SUMMARY:

Under the direction of the Chief of Police, coordinate communications between the Police Chief, City personnel, governmental agencies, outside organizations and the public to assure smooth and efficient office activities; serve as a confidential secretary to the Chief of Police and is responsible for department administrative duties including personnel records management and general office management; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee and supervise the operations, staff and activities of the property/evidence room according to established policies laws, and procedures.
- Train, supervise and evaluate the performance of the Property/Evidence Technician; assist in background and hiring processes; interview and select employees; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.
- Coordinate communications between the Police Chief, City personnel, governmental agencies, outside organizations and the public to assure smooth and efficient office activities; receive visitors, law enforcement staff and the public.
- Perform a variety of complex secretarial duties to relieve the Chief of Police of administrative support and clerical detail; oversee the preparation and distribution of correspondence for the Chief of Police; screen and maintain appointment and meeting schedules.
- Provide administrative support to various staff members as directed by the Chief of Police.
- Oversee and participate in the preparation and maintenance of a variety of narrative and statistical reports, logs, records and confidential files related to personnel and physical records system of the Police Department in compliance with P.O.S.T.; assure accurate and timely Uniform Crime Reporting, accounting and reporting of designated funds and budgets as assigned.
- Receive and answer telephone calls and emails; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the Chief of Police as needed; provide technical information and assistance related to Police Services operations and related laws, rules, regulations, policies and procedures.
- Research and compile data, statistics and information related to Police Service operations, activities and reports for submittal to DOJ, FBI, and other agencies.
- Maintain and track Department related grants; assure proper review and approval of grant applications by the Police Services administration.
- Assist in the planning, tracking and implementation of mandated training programs for Police Service personnel; process training requests; schedule training classes and any travel associated with trainings.
- Provide technical information and assistance to the Chief of Police regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Assist in the preparation and maintenance of assigned budgets for the Police Services Department; review budgetary and financial data; monitor expenditures in accordance with established limitations; balance and reconcile assigned

accounts and budgets as required; make bank deposits; manage petty cash fund for the department for routine reimbursements.

- Monitor inventory levels of office supplies; order, receive and maintain inventory of office supplies; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.
- Input data into an assigned computer system; maintain automated databases; generate queries, spreadsheets, computerized lists and reports as requested; review input and output data for accuracy.
- Maintain Department vehicle registrations and required permits.
- Receive, sort and distribute mail; prepare and distribute mailings as directed.
- Communicate with City personnel, vendors, law enforcement agencies and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as a liaison to the Gustine Police department regarding staffing levels, CAD/RMS systems.
- Operate a variety of office equipment, a computer and assigned software; operate a two-way radio.
- Attend meetings, Council sessions and conferences; prepare agenda and/or minutes as required.

OTHER DUTIES:

- Troubleshoot and resolve minor computer, two-way radio, peripheral, and related office equipment issues; perform minor repairs and arrange for more complex office equipment, radio or computer malfunction repairs.
- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Modern office principles, practices and techniques involved in police administration services.
- Principles and practices of supervision and training.
- Organizational operations, policies and objectives.
- Business letter and report writing, editing and proofreading.
- Methods, procedures and terminology used in clerical accounting work.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures including law enforcement codes and government reporting regulations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record retrieval and storage systems.
- Basic public relations techniques.
- Mathematic calculations.

Ability to:

- Supervise and evaluate the performance of assigned staff.
- Perform a variety of complex secretarial duties to relieve the Chief of Police of administrative support and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the Chief of Police.
- Prepare and maintain comprehensive narrative and statistical reports.
- Oversee and participate in the maintenance of a records, logs and files related to assigned Police Services activities.
- Compose effective correspondence independently.
- Perform a variety of clerical accounting duties.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures related to Police Services operations.

- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Answer telephones and greet the public courteously.
- Research and compile data.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Add, subtract, multiply and divide with speed and accuracy.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work in work in criminal justice, communication, secretarial science or related field.
- Four years of increasingly responsible secretarial experience in a public agency involving frequent public contact.
- Experience in law enforcement agency is desirable but not required.

Licenses, Certifications and other Requirements:

- Formal application, rating of education and experience, test, oral interview, pass a background polygraph, psychological, and medical examination.
- Valid California Law Enforcement Telecommunication System (CLETS) certificate.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.
- Evening or variable hours.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Lifting and carrying moderately heavy objects or supplies.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

Hazards:

- Contact with dissatisfied or abusive individuals.
- Potential exposure to hazardous chemicals, fumes, odors or gases.
- Contact with blood and other body fluids.
- Exposure to controlled substances.
- Exposure to firearms and other weapons.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.