



JOB DESCRIPTION

ORGANIZATION:	City of Lebanon	LOCATION:	Lebanon, OR
DEPARTMENT:	Police	DATE:	November 2018
DIVISION:	Administration	JOB STATUS:	Exempt
JOB TITLE:	Police Administrative & HR Assistant	FLSA Exempt:	Yes

PURPOSE OF POSITION: To perform various confidential, administrative, secretarial, human resource, and budget preparation duties in support of the Chief of Police. To plan, organize and oversee the operations and functions of the assigned office, managing the information and communications of the Police Department.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Provides confidential and administrative support to the Chief of Police and the Police department. Plans, organizes, and oversees the operations and functions of the assigned office.
2. Responds to general and confidential correspondence as directed.
3. Manages, maintains and issues security identification and access control cards for the City.
4. Interprets department regulations, policies and procedures within assigned office. Possesses knowledge of department practices, programs and operations.
5. Serves as primary resource and information source regarding department and program policies, procedures, objectives and operational functions. Represents the Chief of Police by interacting with others to compile and/or relay information on his/her behalf.
6. Performs as a partner in overall department business planning.
7. Assists with drafting of fiscal-year budget request. Monitor expenditures to assure compliance with approved budget. Oversee all Police Department accounts receivable and payable.
8. Acts as a procurement officer for routine Police Department office equipment and supplies including developing utilization plans and justifying acquisitions.
9. Coordinates and works with the HR Director to facilitate Police related HR matters as needed.
10. Maintains a comprehensive understanding of department regulations, policies, and procedures and requires considerable judgment to work independently in order to advise and provide professional coordination of human resource functions and programs including labor relations, recruitment and selection, in a confidential capacity.

11. At the Chief of Police's discretion, initiates and moderates Police Department job recruitments, selection and hiring process. Participates in the selection process to determine the most qualified candidate.
12. Conducts new Police Department employee orientation and coordinates paperwork related to DPSST (Police academy) and required City documentation. Completes new-hire paperwork and personnel actions. Is responsible for scheduling onboarding activities as appropriate. Explains personnel policies, benefits, and expectations.
13. Provides human resource related information to employees, supervisors, and outside contacts including employment verification, worker's compensation, unemployment, the Return-to-Work program, and other HR related information.
14. Facilitates Police Department HR-related activities such as training, performance evaluations, and employee benefits.
15. Initiates and maintains a variety of files and records (manual and electronic) for information related to Human Resource functions, including personnel; maintains and updates resource materials.
16. Coordinates office equipment repair as needed.
17. Maintains Police Department confidential files to include internal affairs, personnel, recruitment and training records in accordance with records retention laws.
18. Ensures employee compliance with DPSST training standards, State, BOLI and OR-OSHA. Organize, coordinate and monitor Police Department training activities. Manage Police Department training records.
19. Maintains proficiency by attending conferences and training.
20. Compiles grant application information and writes grants, manages documentation, submits financial reports, and serves as the contact person.
21. Schedules and coordinates meetings and conference registrations, including travel arrangements.
22. Attends executive-level Department staff meetings to record minutes.
23. Prepares advertisements, flyers and informational brochures ensuring an efficient and effective distribution of a final product.
24. Follows all safety rules and procedures established for work areas.
25. Maintains work areas in a clean and orderly manner.
26. Maintains regular job attendance and adherence to working hours.
27. Possesses and maintains an Oregon Driver's License with an acceptable driving record.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Three years of related administrative/executive support experience which demonstrates the knowledge, skills, and abilities to perform the above duties.
2. Two or more years of experience assisting with Human Resource principles and practices.
3. High school diploma, plus additional specialized training, OR any satisfactory combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates:

1. Must be able to pass a criminal record and background investigation.
2. Possess and maintain a valid Oregon operator's driver's license with acceptable driving record.
3. Must possess and maintain LEADS Inquiry Certification within six (6) months of appointment.
4. Possess or obtain an Oregon Notary Public within the first three months of hire date.

5. Possess and maintain CJIS security clearance.

DESIRABLE QUALIFICATIONS:

1. HR certification as Professional in Human Resources (PHR) issued by the Human Resources Certification Institute (HRCI) or other similar certification.
2. Associates Degree in secretarial science or related field is desirable.
3. Previous municipal government agency and budgeting experience.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Advanced knowledge of office practices, accounting practices and procedures, business English, spelling, punctuation, grammar and secretarial practices.
2. City government, City policies and procedures.
3. Accounting practices, research methods, report composition and preparation techniques, etc.
4. Common personnel policies.
5. Government budget policies and procedures.
6. Reporting and disclosure requirements of government entities.

Skill in:

1. Planning, coordinating and understanding administrative operations of an office setting.
2. Implementing work methods and procedures which promote a safe working environment.
3. Interpreting, understanding and applying technical reports, statutes, rules and regulations.
4. Evaluating work priorities, procedures and processes to determine their effectiveness and efficiency.
5. Developing and implementing recommendations regarding work procedures and cost-effective services.
6. Interpreting fiscal and accounting procedures, ensuring conformity to appropriate standards.
7. Providing outstanding customer satisfaction (internally and externally).
8. Proficient use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems; display good judgment.
5. Perform effectively under conditions of fluctuating workload.


PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving materials, typically weighing up to 10 pounds on a regular basis and infrequently moving materials weighing up to 30 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments.

SUPERVISORY RESPONSIBILITIES: None

SUPERVISION RECEIVED: Works under the direction of the Chief of Police.



Approved by City Manager:

November 2018