



## CITY OF ALBANY POLICE ADMINISTRATIVE SPECIALIST

Under direction, performs a variety of complex office administrative, secretarial, and clerical duties in support management, professional, and supervisory staff, including planning, organizing, and overseeing the operations and functions of counter services; coordinates assigned programs, projects, and services with other City departments, divisions, and outside agencies; interacts frequently with the public and provides information or directs questions and requests to the appropriate staff; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a manager or department head. May exercise technical supervision over assigned employees including interns.

### **Class Characteristics**

Incumbents perform a wide variety of specialized technical and administrative support work for the Chief of Police and related management, professional, and supervisory staff. Responsibilities include performing specialized, confidential, and technical office support duties to the assigned department to ensure efficient service provision. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as a knowledge of departmental and City activities. The work requires the interpretation and application of policies, procedures, and regulations and involves frequent contact with the public, as well as performing various research and budgetary support functions.

### **Examples of ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Relieves and assists the Chief of Police of a variety of administrative duties of an advanced, complex, and sensitive nature; plans, organizes, and carries out administrative assignments and special projects related to assigned department, including assisting with budget preparation, planning, and implementation; recommends organizational or procedural changes affecting support activities; recommends improvements in work flow, procedures, and use of equipment and forms.
- Collects and compiles material for review and analysis; provides recommendations for changes in programs, policies, or procedures to improve efficiency and cost effectiveness of operations.
- Monitors budget expenditures and revenues; initiates department purchases for office supplies and other items, as necessary; authorizes payment of invoices.
- Performs other financial and accounting related duties, including receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.
- Assists in a variety of department and program operations; coordinates, oversees, monitors, and participates in special projects, assignments, staff and/or community events and activities as assigned; maintains control files on matters in progress and expedites their completion; serves on committees, as assigned.
- Oversees response and responds to calls received; provides information to the public, including contractors and vendors, by phone or in person to ensure contract compliance and an understanding of department and City policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.

- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Develops, composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for Chief and department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Designs, oversees, and implements file, index, tracking, and record-keeping systems.
- Prepares and processes reports, forms, and records, such as City Council agenda items, claims filed against the City, payroll, employee timesheets, requests for payments, requests for proposals, bid packages, contracts and agreements, reimbursement requests, and organizational charts.
- Coordinates and integrates department services and activities with other agencies and City departments.
- Serves as secretary to a board, commission, or special task force, as necessary; provides a variety of support to City boards, committees, and task forces, including coordinating and scheduling meetings, appointments, and speaking engagements; reserves meeting rooms; maintains reports; compiles and distributes agenda packets; attends meetings; formats and distributes minutes; follows-up on decisions, as necessary.
- Maintains department personnel files, including processing personnel action forms and sensitive/confidential personnel issues, preparing supervisor generated performance evaluation forms, processing accident/incident/workers' compensation claim forms, filing pertinent documents, maintaining files in a secure location, and providing information to supervisors and managers, as necessary.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Maintains calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; operates other department-specific equipment, as necessary.
- Performs related duties as assigned.

**Knowledge of:**

- Basic principles and practices of supervision and training.
- Practices and methods of office management and administration.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles and practices of agenda preparation, minutes, recordkeeping, and public noticing.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility including the Brown Act.
- Principles and procedures of record-keeping and reporting.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, and explain applicable Federal, State, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of assigned staff.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out complex oral and written directions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth grade, supplemented by college-level course work or technical training in secretarial science or office administrative support, and five years of responsible secretarial experience including one year of lead or office management experience.

**Licenses and Certifications**

Valid California Driver's License.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

**Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Special Requirement:**

Must be able to pass a law enforcement background investigation, which will include, but is not limited to, an in-depth background, polygraph, and psychological evaluation.