



Job Title	Police Administrative Specialist
Department	Police Department
Employment Status	Full-Time
FLSA Status	Nonexempt
Classification	Grade 6

Scope of Work

This position serves as the staff member responsible for provision of comprehensive administrative and office support duties for the Department, which may include customer service, clerical support, office administrative and bookkeeping functions, and special projects. The position may handle a wide variety of complex situations with diplomacy and discretion.

Supervision

Received	Chief of Police
Exercised	One full time or several part time employees

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Tasks:

- Budget
 - o Administers day-to-day financial operations of the Department, including monitoring budget expenditures, and purchasing and processing accounts payable, and produces weekly reports for Chief of Police or upon request.
 - o Processes all departmental requisitions for purchase orders in accordance with Town procedures; verify receipt of all purchases to process invoices for weekly warrant and maintain records; communicate with vendors and contractors of the department; prepares administrative paperwork for bid processes including towing, fleet maintenance, facility maintenance, tech support, office machines, state contracts.
 - o Assist in preparation of budget development.
 - o Monitor grants and gift accounts for records of expenditures and reimbursement
 - o Assist with end of year process; make requests for reserve and line item transfers
- Personnel Administration

- o Processes payroll including preparation and submission of personnel/payroll actions as required by collective bargaining agreement and calculation of pay adjustments and retroactive pay.
- o Accurately track, adjust, and pay additional benefits to officers in accordance with current collective bargaining agreement, including all Stipends, Differential and other supplemental pay types. Maintain all historical records of personnel payroll.
- o Assis in preparation and correspondence for new hire selection process (officers, dispatchers, crossing guards and other support personnel.) Maintain employee benefit records
- o Prepare requests for increases or corrections to sick, personal, vacation, health & safety, professional development, compensatory time earned. Maintain confidential personnel files; segregate employment papers, training, discipline, medical, letters of merit and appreciation.
- o File and oversee the claims process regarding and IOD employee both civilian and civil service. Liaise with Human Resources, Workers Comp/IOD TPA, medical providers.
- o Prepare requests for filling vacant positions
- Maintain all records of fleet vehicle maintenance an repairs; undercover/confidential registrations; fleet turnover and insurance updates
- Handles and/or directs inquiries and requests from the public and co-workers.
- Advises residents, businesses, contractors, etc. on Town rules and regulations.
- Maintains executive calendars and schedules appointments, conferences, and events.
- Creates annual and weekly meeting lists.
- Maintains department files.
- Maintains supplies inventory; anticipates and orders needed supplies; submits bills for payment.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.

Other Job Functions

- Performs related duties as assigned.
- Follows safe work practices.

Requirements of Work

Completion of bachelor's degree program, supplemented by at least 4 to 6 years of administrative experience in program management, research or related field, to include some supervisory experience; or any equivalent combination of education, training and experience which provides the following knowledge, ability and skills:

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • The use of standard office equipment, including computers and relevant software programs. • Open Meeting Law, Public Records Law and general Planning, Zoning or Conservation regulations (as appropriate)
Ability to	• Multi-task, prioritize and re-prioritize work independently as division-wide issues arise.

	• Deal with highly sensitive information and maintain confidentiality. • Communicate effectively both verbally and in writing. • Perform basic math and accounting functions. • Prepare complex correspondence and reports. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Oral and written communications. • Strategic thinking and decision making. • Public relations.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.
- Occasional periods of prolonged, extended or unusual work hours, outside of regular working hours, with occasional responses necessary without warning.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer