



The Town of Golden Beach Job Description

EXECUTIVE ASSISTANT TO CHIEF OF POLICE

Job Code:

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Non-Exempt

Department: Police Department

Supervises: None

Position Reports To: Chief of Police and/or Staff Members

Salary: \$ 55,000 / Annually

Job Specifications:

NATURE OF WORK:

This is a professional level position responsible for assisting the Chief of Police with the oversight and coordination of special projects and events conducted by the Police Department. Assists with strategic plans, data analysis, research, and report department activities, operations and functions to the public. May perform a variety of administrative tasks in support of the mission and goals of the department.

ILLUSTRATIVE TASKS:

- Serves as the communication link between the Chief's office, law enforcement and civilian staff, Police Advisory Committee, and the general public.
- Assists with the development and updating of strategic plans and performance indicators for the department.
- Maintains police personnel and case files.
- Operates as the court liaison for the police department.
- Makes discretionary decisions in assigned areas of responsibility; performs confidential duties for all department functions.
- Assists with gathering data and preparing reports, generating and maintaining budget records, and reviewing administrative procedures.
- Transcribes minutes at meetings and follows up on requests as assigned.
- Composes letters and memorandums; writes office procedures as assigned by the Chief of Police.
- Performs specialized assignments designated in accordance with their specific areas of responsibility.
- Conducting complex analyses and reports.
- Assisting in the preparation of the annual budget; maintains payroll records.
- Prepares monthly financial reports; prepares bills for payments; prepares purchase orders, maintains monthly budget records and reconciles records with reports received from the Finance Department.
- Answers telephone to provide information about police programs, activities or events to the public; screen calls and determines proper referral.

- Prepares response letters for the Chief of Police; maintains calendar and schedules appointments.
- Assist in responding to and gathering information for public records requests.
- Serves as a liaison with the Human Resources Director on personnel matters.
- Performs other related duties as may be required.
- Assist the Command Staff and/or the CFA Accreditation Manager retrieve administrative reports needed for the accreditation process or inspections.
- Performs other tasks as needed by Chief of Police.

KNOWLEDGE, ABILITIES AND SKILLS

- Must be fluent in spoken and written English with an ability to communicate in Spanish.
- Basic knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point and other similar programs.
- Ability to get along with others and work effectively with the public and coworkers.
- Ability to use and understand the equipment used to digitize documents.
- Ability to use and understand the document management software used to digitally archive public records.
- Ability to meet and deal with the public in a courteous, eloquent and effective manner.
- Ability to perform several tasks at one time.
- Ability to familiarize themselves with the CFA accreditation process upon hiring.

MINIMUM REQUIREMENTS

- Associate degree from an accredited college and two years of administrative/secretarial experience.