



## EXECUTIVE ASSISTANT TO THE POLICE CHIEF

Bargaining Unit: Police Officers' Association  
FLSA Status: Non-Exempt

### **DEFINITION**

Under the direction of the Police Chief, the Executive Assistant to the Police Chief coordinates and performs a variety of confidential and complex administrative functions and executive-level administrative support to the Police Chief. This role includes a variety of responsibilities and requires a high degree of sensitivity to confidential matters, classified materials, sensitive data and performs other related duties as assigned.

### **CLASS CHARACTERISTICS**

The Executive Assistant to the Police Chief is a single position in the Police Department responsible for providing the Police Chief with administrative and clerical support to run the department. There is greater emphasis on preserving the confidentiality of sensitive information and the performance of highly technical assignments. The incumbent exercises a high degree of responsibility for administrative research and analysis and provides recommendations to the department.

### **EXAMPLES OF DUTIES *(illustrative only)***

- Prepares, proofreads, processes, and disseminates correspondence, memoranda, reports, proposals, forms, presentations, and/or other types of departmental documentation.
- Recognizes and maintains various types of confidential information, documents, and materials and compiles data and information for inclusion in sensitive and restricted reports and other documentation.
- Answers, screens, and directs incoming calls; documents and distributes telephone messages.
- Independently responds to caller inquiries; provides information regarding Police Department operations, policies, and programs; addresses and/or assists in resolving public complaints not requiring the attention or oversight of management personnel.
- Schedules, coordinates, and confirms meetings, appointments, travel arrangements, and/or other functions; updates and maintains departmental calendars; prepares and/or organizes meeting materials and equipment.
- Performs a variety of records management functions; updates and maintains departmental records, filing systems, databases, and/or policy manuals.
- Conducts a variety of general accounting duties; reviews and processes invoices.
- Updates and maintains departmental records and files.

- Communicates and coordinates with representatives of state and federal regulatory agencies, such as the Department of Justice, the Commission on Peace Officer Standards and Training, accrediting organizations, and grant auditors.
- Corresponds and provides data to regulatory agencies, courts of law, and other representatives of legal agencies and serves as a representative of the department and liaises with outside agencies.
- Research, compiles, and analyzes data for special projects and various reports; prepares redacted and/or generalized trend-based reports for release to the public.
- Coordinates special projects as assigned.

### **MINIMUM QUALIFICATIONS**

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

#### **Education and Experience**

Completion of the twelfth grade or equivalent, supplemented by course work in business, accounting or a related field and a minimum of three (3) years' of increasingly responsible clerical and administrative duties.

#### **Licenses and Certificates**

Must possess a valid California Driver's License and have a satisfactory driving record.

### **DESIRABLE QUALIFICATIONS**

- An associate's or college degree from an accredited college or technical school, majoring in office management, human services, criminal justice, paralegal studies, or a field of study relatable to preparing for work in a secure, confidential office environment in a law enforcement agency is highly desirable.
- Ability to accurately type at a speed of 60 wpm is highly desirable.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Principles and practices of office administration.
- Records management principles and standards.
- Basic accounting and bookkeeping principles.
- General office equipment and standard computer software applications including graphic design software.
- English usage, spelling, grammar, and punctuation.
- Principles and methods of business letter and report writing.
- Research and reporting methods, techniques, and procedures.

- Computer software necessary to perform the duties of the job to include graphic design software (Canva or similar) and training/certification in Microsoft 365 (or similar).

**Ability To:**

- Work independently with little direction while maintaining speed and accuracy on a continuous basis.
- Prioritize assignments.
- Concentrate to meet numerous deadlines and maintain quality of work while subject to interruption.
- Establish and maintain effective working relationships with others, including staff, City departments, outside agencies, community organizations, and the general public.
- Present complex material to executive level staff.
- Interpret and explain City and Department policies, rules, and regulations.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Take notes and write summaries of meetings.
- Type at a speed necessary for successful job performance.
- Coordinate and conduct a variety of highly skilled administrative functions.
- Prepare and maintain correspondence, reports, and other documentation.
- Process invoices, prepare payroll, and coordinating departmental grants.
- Work flexible hours, including evenings and weekends, as necessary.

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

*Travel: Positions in this class may require local and statewide travel as necessary.*