CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Police Administrative Coordinator** **E-PLAN SG:E1-11**

DEPARTMENT: **Police** **CS:N FLSA:Y EEO4CODE:PR**

JOB SUMMARY:

Responsible for administrative support and financial record keeping duties in the Police Department. Responsibilities also include oversight of the fiscal unit and administration of the Department's grants. Monitors and prepares annual budget; prepares contracts with other agencies. Supports and coordinates the office of the Chief of Police, manages the purchasing function, and supports and coordinates the Department's internal affairs unit. Responsibilities also include acting as liaison with various and diverse community groups such as schools, other criminal justice agencies, business groups, and the news media. Work requires the highest level of confidentiality.

SUPERVISORY RELATIONSHIP:

Reports to the Chief of Police. Work is performed under general supervision and the guidance of state law, City and departmental policy, union contracts, and Civil Service Rules. Provides supervision and direction to the Police Accounting Technician and temporary employees including interns and volunteers assigned to the Administrative Division.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Coordinates and supervises the Department’s fiscal unit: assures compliance with existing budgets; develops budget documents under broad policy direction from the Department’s command staff. Manages contracts with various outside agencies; prepares contract documents for final review; develops and manages grants; oversees the submittal of grant-related financial documents.

2. Processes payroll appointments and related forms, coordinating with the Human Resources Department; supervises the completion of Department timesheets and payroll.

3. Maintains and monitors grant funds and works with project managers on project budgets under the jurisdiction of the Department. These include the Local Law Enforcement Block Grant, COPS grants, Cops in Schools grants, and State Criminal Justice grants, and other grants for which the Department may apply. Moves funds from project to project, as needs change.

4. Oversees revenue accounts for incoming monies for licenses and other services provided by Records Bureau. Maintains department petty cash fund. Manages the purchasing function: approves and/or recommends for approval all requisitions and purchase orders; ensures proper coding and budget compliance of Department’s purchases; supervises the processing of all purchase orders and requests for payment.

5. Coordinates the office of the Chief of Police: reviews incoming correspondence to determine appropriate priority; responds to routine requests for information; routes inquiries to the appropriate unit within the Police Department; assists the Chief of Police in the maintenance of the Chief's business calendar; reviews and edits correspondence which includes proprietary and confidential information; prepares and disseminates news releases; implements improvements to office systems and procedures.

6. Prepares a variety of material for administrative staff: correspondence, speeches, memoranda, reports, position papers, teaching materials, committee reports, rules and regulations, policies, procedures, budget presentations, agenda, and minutes. Responsible for the production of the Department newsletter.

7. Serves as Records Manager for the Administrative Division's filing system: files correspondence, projects, minutes, budget material, legal documents, commendations/complaints, etc. Responsible for compliance with all record keeping and record maintenance laws, rules, and regulations. Maintains compliance with City's record maintenance schedule.

8. Assists the Department's internal affairs unit: maintains Department discipline logs; monitors compliance with discipline provisions of Department policies, Civil Service rules, and union contracts; prepares and transcribes confidential internal affairs reports and interviews; serves as administrative support to the Lieutenant of the Office of Professional Responsibility which includes the selections and internal affairs functions.

Police Department Fleet Program

9. Provides varied and complex management reports associated with the Fleet system. Addresses future scheduled fleet additions; assists in the analysis of present fleet usage regarding fuel and maintenance issues.

10. Processes documentation necessary for the disposal of surplus vehicles.

11. Licenses all undercover and confidential vehicles and reconciles Fleet Replacement system to data provided by Public Works. Reviews and monitors fleet invoices for compliance with pre-authorized payment requisitions.

12. Provides oversight to the Fleet Committee within the Police Department, as well as other management staff with fleet-related budgeting and accounting issues.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of Police Department policies and procedures, federal and state law enforcement policies and procedures, City ordinances, union contract provisions and Civil Service Rules.
- Knowledge of and/or ability to comprehend complicated and detailed federal and state regulations and reporting requirements.

- Working knowledge of bookkeeping and financial record keeping principles and practices.
- Basic math including ability to add, subtract, multiply, divide and compute percentages; ability to use a 10-key calculator with speed and accuracy.
- Current budget procedures and systems as used by the City.
- Purchasing systems to include Washington State bid law and City bid procedure.
- Office management principles and practices.

Skill in:

- High literacy skills including knowledge of standard English usage, composition, punctuation, grammar, spelling and letter format.
- Strong computer skills including word processing, record keeping, spreadsheet, and data base applications. Ability and willingness to learn new applications and techniques.
- Planning and organization; problem-solving and decision-making; interpersonal skills.

Ability to:

- Transcribe taped material.
- Deal with the public under highly stressful and confrontational circumstances using courtesy, tact and good judgement.
- Prioritize own and others' work.
- Work independently using good time management skills.
- Adapt and be flexible.
- Maintain the confidentiality of sensitive communications and materials within the framework of state and City public disclosure requirements.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally move between work sites;
  - Occasionally transport objects up to 25 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time spent at a computer workstation. From time to time, work will be performed in alternative settings such as the police command post or City's Emergency Operations Center. Some travel may be required for work related meetings. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of experience coordinating the operations of and supervising a complex office environment.
- Two years of computerized bookkeeping and financial record keeping experience with a business or public entity required.
- Keyboarding skills at 40wpm NET required.
- Two years of experience in federal and/or state grant administration preferred.
- Experience working with public and elected officials preferred.

- Completion of courses in basic accounting and bookkeeping preferred.
- Strong computer experience including word processing, spreadsheet utilization, and data bases.
- Experience in preparation and management of budgets for a major operating unit.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, background investigation, polygraph examination and fingerprinting. Subject to re-check every five years.

PREPARED BY: D. Pierce
K. Hanowell
1/97

F. Bolden
L. Hill
K. Hanowell
1/02
L. Klemanski
F. Simon
7/09
R. Firos
L. Klemanski
1/14

REVIEWED BY: _____
Clifford Cook, Chief
Chief of Police