

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisor, Police Administration	BAND/LEVEL:	Mgmt I
DEPARTMENT:	Police Administration	JOB NO:	4155
DIVISION:	Police Administration	DATE:	3/25/2012
REPORTS TO:	Chief of Police	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 201

REPLACES: Secretary, Executive

DATE: 7/3/02

JOB SUMMARY STATEMENT:

Provides secretarial support and upper-level administrative assistance to the Chief of Police and senior police staff. Provides day-to-day supervision to the Administrative Assistants assigned to the Bureau Commanders, the Budget Administrator, and Professional Standards. Coordinates Public Safety Agenda for Department. Provides direct staff support to Civil Service Commission and the Independent Citizens Advisory Board regarding Racial Profiling and Non-Biased Policing. Interfaces with City Manager's office and City Council.

DUTIES AND RESPONSIBILITIES:

1. Provides executive secretarial support to the Chief of Police. Prepares and types routine to complex correspondence, reports, contracts and ensures that City policies and procedures are followed. Takes, transcribes and distributes minutes for Department staff meetings. Opens and distributes incoming mail and refers inquiries to proper staff. Answers phone and directs calls. Processes invoices and purchase orders. Maintains filing and confidential department personnel records.
2. Provides day to day supervision to the two Bureau Administrative Assistants, the Administrative Assistant for Professional Standards and the Administrative Assistant to the Budget Manager. This includes scheduling, periodic work review, establishing and enforcing work standards, and conducting performance appraisals. Works closely with senior police staff to ensure administrative support is efficient and effective.
3. Provides upper-level administrative assistance to the Chief of Police. Receives visitors, schedules appointments, and follows-up on telephone calls. Maintains and updates policy and procedure manuals and reference materials. Handles petty cash transactions. Coordinates, types, and distributes updated Record Retention Schedule. Prepares and submits time sheets for payroll processing. May coordinate performance reviews, quarterly progress reports, training sessions, quantitative purchasing; monitor travel expenses; and maintain and update fixed asset inventory. Maintains thorough knowledge of departmental and organizational policies and procedures and communicates procedural information to department divisions.
4. Provides direct staff support to Civil Service Commission and the Independent Citizens Advisory Board regarding Racial Profiling and Non-Biased Policing. Coordinates submittal of agenda items and agenda material. Manually assembles and distributes agenda packets and records, compiles, and distributes minutes.
5. Coordinates Public Safety Agenda for Department. Collects and submits agenda items and material in an accurate, proper, and timely manner. Monitors status and submittal of signature copies of resolutions, contracts, and agreements. Types Chair Report and Department Agenda when needed and copies and delivers as required.
6. Independently researches and analyzes, and may compose, information for complex or sensitive projects.
7. Provides support during emergency incident operations as required.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic high school education plus courses in typing, shorthand, and office management

EXPERIENCE:

Six years of progressively responsible secretarial experience or an equivalent combination of formal education and course work in secretarial science and work experience. Supervisory experience preferred.

SKILLS:

1. Excellent typing, proofreading, and grammar skills
2. Working knowledge of word processing, eMail, and calendaring systems
3. May be required to have working knowledge of spreadsheets, databases, and/or graphics software applications
4. Good oral (in person and on phone) communication skills
5. Good written communication skills
6. Shorthand or speed writing skills
7. Good listening skills for note taking and minute recording
8. May need to take dictation
9. Diplomacy and tact
10. Highly organized and attentive to detail
11. Project management skills
12. Time management skills

MENTAL REQUIREMENTS:

1. Ability to prioritize and schedule
2. Ability to comprehend and protect sensitive and confidential information
3. Ability to perform basic math and accounting functions
4. Alpha and numeric recognition
5. Ability to train and guide others
6. Ability to listen, take notes, and transcribe into an accurate, detailed report of meeting or session
7. Ability to organize thoughts and actions

PHYSICAL REQUIREMENTS:

1. Excellent typewriter keyboard or PC keyboard skills
2. Ability to make and receive phone calls
3. Ability to operate calculator or adding machine
4. Ability to sit and be attentive for extended periods to time during meetings or department functions
5. Ability to work independently

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Administrative Assistants

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.