

ORGANIZATION:	City of Canby	DATE:	January 2018
DEPARTMENT:	Police Department	UNION:	Non Represented
TITLE:	Administrative Supervisor	FLSA STATUS:	Non-Exempt

PURPOSE OF POSITION: Perform a variety of supervisory and complex and confidential administrative support activities to contribute to efficient office operations requiring a thorough understanding of department and City programs and procedures. Plan, organize, delegate and/or perform diverse administrative support work for executive officers and their functions. Supervise police records and the administrative support functions of the Police Department. Support the Chief of Police and the Police Department's mission and goals.

ESSENTIAL JOB FUNCTIONS:

Supervise records personnel and administrative support functions of the Police Department. Plan and organize workloads and staff assignments. Train, motivate, mentor, review work for evaluate performance and take corrective action as needed. Recommend, draft and implement records guidelines for assigned activities in compliance with department policies and directives. Act as first point of contact for the Police Department in the absence of the records personnel.

Provide support services for Chief of Police, Lieutenant, supervisors and/or other operational areas. Handle a variety of confidential matters relating to personnel, law enforcement, or legal issues.

Coordinate administration of grant monies. Process grant reimbursement requests. Track expenditures against grant appropriations. Work closely with Finance to adhere to all grant compliance laws and regulations.

Maintain files, records and confidential documents to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines. Respond to public inquiries and provide public records to citizens, civic organizations, news media, and other public agencies in compliance with Oregon Public Records law. Organize and archive records in accordance with Oregon Public Records Law. Process court-ordered sealing of adult and expungement of juvenile criminal records.

Manage the Accreditation function at the department. Coordinate with police staff to complete accreditation recertification through Oregon Accreditation Alliance. Assist in the development and administration of policies and procedures; research and prepare reports, letters, and other correspondence.

Coordinate the volunteer outreach programs of the Police Department; including recruitment, orientation, training, and recognition of volunteers. Track volunteer hours and report to risk management as needed.

Act as Law Enforcement Data Systems (LEDS) agency representative. Facilitate efficient delivery of requested information. Perform required data maintenance activities as scheduled. Maintain training records for personnel authorized to access LEDS/NCIC/DMV files. Maintain recertification records as required.

Schedule appointments, meetings and locations. Maintain office schedules, calendars and related organizational processes. Coordinate meetings, calendars, travel arrangements and reservations. Resolve conflicting demands.

Monitor training and certification needs of the department and arrange for necessary workshop and conference attendance. Maintain training records and make all training arrangements. Monitor training and certification requirements for City employees and contractors with unescorted access to the police facility.

Use word processing software to type complex detailed documents including, letters, newsletters, press releases, memos, and other material from general instructions. Proofread and edit documents and other materials for grammar, clarity, punctuation and spelling. Examine documents for completeness and accuracy. Correct errors as necessary. Transcribe, compose, type and edit a variety of minutes, correspondence, reports, memo's and other material. Coordinate materials for distribution.

Create templates, presentation materials, charts and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed. Prepare information packets for use within the department. Compile information and reference materials for executive officers, City Administrator, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents.

Assist with budget preparation as needed. Research and track budget information throughout the year. Approve expenditures within scope of budget and authority.

Coordinate maintenance of records unit equipment including technical and operational problems with computer systems and regional databases. Ensure supplies and forms are ordered and maintained. Coordinate updates to department website for changes to personnel, programs, forms, etc.

Maintain cooperative working relationships with City staff, other organizations and the general public. Contribute to a positive work environment.

Follow all safety rules and procedures for work areas. Oversee the Police Department's participation on the City Safety Committee.

Coordinate and perform other projects, functions, and tasks, as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of modern office administration, record keeping practices, and management principles; word processing and spreadsheet software, research methods, report composition and preparation techniques, etc. Working knowledge of federal grant processing and compliance.

Experience with supervision, training and performance evaluation to include personnel conflict resolution and correction of performance deficiencies; Knowledge of pertinent federal, state and local laws, codes, regulations and time lines regarding supervision. Ability to operate general office equipment, resolve conflicts, solve problems, and understand and follow written and oral instructions. Must have ability to handle confidential matters and maintain confidentiality.

Graduation from an accredited college or university with an associate's degree in a related field which would provide the knowledge, skill and ability required of the position; and over five years of progressively responsible administrative support experience, including two years of supervisory experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: In depth knowledge of law enforcement computer aided databases including protocols and administrative rules regarding access, use and dissemination of data. Demonstrated proficiency with law enforcement programs including: NCIC (National Crime Information Center), LEADS (Law Enforcement Data System), Oregon Unified Crime Reporting (UCR), and the National Incident Based Reporting System (NIBRS).

DESIRABLE REQUIREMENTS: Knowledge of municipal government functional area, specific word processing software and police records systems utilized within the department.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, background noises to include regular broadcasts of police dispatch radios. Attendance at night meetings and/or events outside of the regular workweek may be required.

SUPERVISORY RESPONSIBILITIES: Responsible for the supervision of the Records Division of the Police Department. May also provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Chief of Police.