



City of Tempe

EXECUTIVE ASSISTANT TO THE POLICE CHIEF

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	576	<i>Department:</i>	Police
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Executive Assistant to the City Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Police Chief is distinguished from the Executive Assistant classification by the reporting relationship to the Command Staff in the Police Department and the more complex, varied and confidential work assignments required within the Police Department.

REPORTING RELATIONSHIPS

- Receives general supervision from management staff.
- May exercise direct or functional supervision over assigned administrative assistant staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of administrative or program-support experience, preferably in a public agency and/or supporting executive level staff.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in public administration, business administration, or a degree related to the core functions of this position.
<i>Additional:</i>	Must pass police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of highly responsible, confidential, and complex administrative duties in providing staff assistance to department management.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Perform a wide variety of complex, responsible, and confidential administrative duties for the Police Chief and Assistant Police Chiefs.
- Conduct surveys; collect information on operational and administrative problems; prepare comprehensive reports or manuals and compile or assist in the preparation of quarterly and annual reports. Write and prepare a variety of internal and external correspondence and documents.
- Assist in the preparation of department budget documents; monitor department budget expenditures complete required financial transaction documentation; maintain petty cash fund and prepare monthly vouchers.
- Serve as administrative support for various Boards and Commissions; prepare the meeting agendas and assemble background materials; transcribe minutes of meetings.
- Respond to and resolve a variety of requests or complaints from City employees or the general public requiring interpretation of policies and procedures; answer calls and assist customers.
- Maintain calendars; plan, schedule and coordinate special events with other City departments and/or external organizations; schedule meetings and public appearances for the Command Staff; prepare minutes of meetings and transcribe as necessary; make travel arrangements.
- Maintain the Police Department's personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations; coordinate recruitment process with human resources; monitor performance evaluation dates and provide appropriate forms to staff.
- May coordinate recruitment processes with Human Resources and participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline if required.
- Prepare graphic presentations as required; may edit, format, design and maintain Web Pages, newsletters, bulletins, fliers, forms, certificates or other documents.
- Coordinate the ordering and storage of appropriate supplies.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours.
- Work in a busy, demanding and politically sensitive environment;
- May require working outside normal work hours at night and on weekends.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ: Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective July 2019</i>