



## **CLASSIFICATION SUMMARY**

This classification is a full-time administrative position as part of the Command Staff who will perform a variety of assignments in support of the Chief of Police, the BBR Service District Managing Board, and the BBR Budget Committee in meeting immediate and long-range goals. Work responsibilities include preparation of correspondence, maintenance of forms and record-keeping systems, coordination of incoming and outgoing mail, assistance in Department financial management, assist in developing and implementing Department policies, and research and production of administrative reports. This position works as confidential support for the BBR Service District's Labor Negotiation Team.

## **SUPERVISION**

This classification works under the direction of the Police Chief.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

### **Finance**

1. Maintain all Payroll records of employees, including the computations and processing of all necessary checks, tax statements, quarterly reports, deductions and state and federal required documents.
2. Maintain all Accounts Payable, Accounts Receivable and General Ledger transactions. Includes issuing all checks, deposits, bank, Government Investment Pool Statements and financial documents dealing with the Service District.
3. Maintain all financial records in an orderly fashion; coordinates and assists with the yearly audit.



## Managing Board

4. Attend District Board meetings, takes and transcribes minutes, prepares and distributes materials as assigned. Maintains a schedule of events and makes arrangements for meetings and conferences. Provides notice of board meetings in accordance with the public meeting laws.

## Records

5. Serve as Custodian of Records for the District.
6. Maintain archives in accordance with Oregon State Archivist's guidelines.
7. Maintain a regular filing system.
8. Maintain report and citation records.
9. Manages and Supervises Vacation Check List and records.

## Front Desk

10. Perform the usual office routines and practices associated with a productive and smoothly run office.
11. Dispatch officers, as required by requests from citizens, other Department personnel, Ranch personnel and other agencies.
12. Receive and route all incoming calls and walk-in traffic.
13. Maintain office supplies for the Department.
14. Maintain forms book and supply of outsourced forms.
15. Review, distribute, post and shred law enforcement sensitive teletypes.
16. Oversees the purchase, use, training and maintenance of all department office equipment.
17. Handles assigned paperwork in the form of correspondence, notices and reports.
18. Compiles and analyzes data and produces reports pertaining to the District.

## Specialties

19. Serve as Webmaster for the BBR Police Department website.
20. Provide in-house publishing for business forms, flyers, notices, etc.
21. Marketing strategies for the Police Department.
22. Serves in support of Property and Evidence control.



## County Coordination

23. Attend scheduled user group meetings to stay apprised of the LEDS and RMS systems.

## Other

24. Perform such other duties and functions as the Police Chief or Board may require or direct.
25. Assist the Police Chief with a variety of routine, complex, and confidential administrative duties.
26. Available, when required, for official and/or job-related functions outside regularly scheduled hours.

## KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Police Department organization, functions, and activities of the District
- Knowledge of the principles, practices, and procedures of modern office management
- Knowledge of accounting principles and budgeting procedures
- Knowledge of manual and electronic record-keeping systems
- Skill in communicating effectively with the public, community organizations, businesses, elected officials, and District employees in emergency and non-emergency situations
- Skill in writing clear and concise reports and correspondence
- Skill in analyzing problems and developing solutions
- Skill in accomplishing assigned administrative functions with a minimum of supervision
- Skill in interpreting and applying policies and procedures
- Skill in multitasking and using tracking systems to manage workload
- Ability to exercise judgment, establish priorities and goals, maintain confidentiality and communicate with others
- Ability to make independent decisions that are consistent with appropriate policies and procedures
- Ability to read, understand, interpret and apply provisions of laws, ordinances, policies and procedures

## EDUCATION AND EXPERIENCE

- Education - high school graduate or equivalent



- Minimum of three years office management experience
- Experience with payroll, accounts payable and receivable
- Knowledge of Microsoft Office and QuickBooks
- Application of bookkeeping computer programs
- Knowledge of the principles and practices of modern police district financial management and budgetary control
- Knowledge of modern public relations principles and practices
- Knowledge of modern emergency dispatch procedures
- Knowledge of Public Meeting Laws
- Knowledge of Public Records Laws

## **SCHEDULE**

Regular hours each week      40 hours

Specific workdays may vary.

## **PAID TIME OFF/SICK LEAVE**

Each month the employee shall accrue 8 hours sick leave each month. Sick Leave Utilization as stated by District Contract for: Illness or Injury of Employee Illness to Family Funeral and Serious Illness/Injury Leave Physician's Statement.

Each month the employee shall accrue Paid Time Off/Vacation Time according to years of service. Accrual of Paid Time Off/Vacation Time above the maximum shall be deemed for forfeited if not taken unless mutually agreed in writing in advance. The accrual schedule and maximum accrual is as follows:

<u>Years of Service</u>	<u>Accrual Rate/Month</u>	<u>Accrual Maximum</u>
0 through 4	14.67 hours	176 Hours
5 through 9	18.70 hours	224 Hours



10+ Years

22.70 hours

280 Hours

## **HEALTH AND WELFARE AND RETIREMENT**

**HEALTH INSURANCE**-The District shall provide the employee and their dependents with medical-hospital, dental, vision and life insurance, AD & D and LTD programs.

**PUBLIC EMPLOYEES RETIREMENT SYSTEM** The District will participate in Oregon Public Employees Retirement System or its successor as determined by the State of Oregon. The employee's contribution is currently six percent (6%) to the system and is paid by the Employer. If the combined employer-employee PERS contribution required by the State of Oregon goes above 25% the employee will contribute the additional percentage contribution up to 31% of the combined contribution.