



City of Gresham

Police Administrative Manager

SALARY	\$7,713.42 - \$11,113.50 Monthly \$92,561.00 - \$133,362.00 Annually	LOCATION	Gresham, OR
JOB TYPE	Full Time	JOB NUMBER	25-20
DEPARTMENT	Police	OPENING DATE	08/28/2024
CLOSING DATE	9/18/2024 11:59 PM Pacific		

Overview

The Gresham Police Department is currently seeking an Administrative Manager to oversee and coordinate the efforts of professional administrative support staff and office operations. The ideal candidate will be highly motivated, organized, and will have extensive experience, including budget management and strong communication skills. They must be capable of managing and executing the work necessary to fulfill the department's various needs and projects effectively. The role involves supervising 8 full-time employees and managing a budget of approximately \$1.6M, as per the 2024-2025 approved budget. This new position within the Police Department reports directly to the Administration Services Captain.

As Oregon's fourth-largest city, Gresham is a welcoming community of hard-working people where tradition and heritage meet innovation and opportunity. Gresham is a dynamic and rapidly growing city where families and businesses have a mutual desire and drive to thrive. City of Gresham employees care deeply about the community they serve and go 'one step beyond' to deliver services in collaborative, inventive, practical, equitable and nimble ways. Our work is challenging, fast-paced and rewarding.

We believe that to deliver the highest level of service to all Gresham community members, it is crucial we employ a diverse workforce, foster an inclusive working environment, and ensure our policies and systems result in equitable outcomes. The City seeks candidates who will support these values by continuously incorporating equity in their daily work and actively contributing to a workplace culture that respects unique viewpoints, life experiences and cultural perspectives. **Come build the future with us.**

Position Description

This supervisory role oversees all administrative support functions within the police department, requiring the exercise of independent judgment across a range of specialized police administrative tasks. The incumbent is tasked with planning, organizing, reviewing, and assessing the department's administrative operations, as well as offering technical assistance while maintaining a high level of confidentiality to management across various divisions. The role demands autonomous performance, initiative, and discernment, all within the bounds of established guidelines.

What you will get to do:

- **Team Management and Supervision:** Providing day-to-day supervision of, and procedural guidance to, the police department's professional administrative staff, including but not limited to: administrative assistants, records specialists, and services administrative analyst position(s); Planning, prioritizing, assigning, supervising and reviewing subordinate work; Developing and revising work processes; Establishing work schedules and managing employee overtime; Providing and/or coordinating staff on-boarding and maintenance training; Managing performance and working with staff to mitigate deficiencies; Monitoring performance to meet goals and objectives; Authoring and delivering employee reviews to subordinate staff; Assisting with ongoing department accreditation; Providing budgetary input.
- **Coordination of Office Operations and Activities:** Overseeing fundamental functions of area-specific responsibilities: Processing information requests; Records management; State reporting; Responding to inquiries from other departments, divisions and work groups; Timekeeping; Purchase agreement and contract processes; Provides support for budget management, including participation in data collection, organization of budget materials, and monitoring of expenditures without the authority to make decisions or spend funds; oversees one or more budget line items or program expenditures; Procurement card processing; Internal and external investigations assistance; Monitoring inventory and coordinating with outside vendors for equipment/supply needs; Assisting with and/or advising on department projects. Serve as the liaison between the department and HR for all non-sworn position and employee issues, including developing position descriptions, working with the assigned recruiter on recruitment and hiring activities, and other related assignments. Work closely with assigned Police Command staff on recruitment activities for sworn personnel.
- **Facilitating/Monitoring Employee Certification and Clearance Needs:** Monitoring, scheduling and facilitating access control/clearance checks, trainings and certifications needed for employees to be in compliance with various local, state and federal requirements; Tracking and coordinating employee on-boarding and continued employment permissions, including ensuring correct permissions are activated and deactivated; Assisting employees with department training application processes; Tracking and auditing annual state and federal training and reporting requirements; Assisting with local, state, and federal system audits.
- **Performance of Subordinate Staff Duties:** -Performing day-to-day subordinate staff duties as needed, to assist during absences or times of higher than usual volume of activity.

For full description of the Management 1 classification, please refer to [Class Specifications | Manager 1 | Class Spec Details \(governmentjobs.com\)](#).

Qualities we are looking for:

- Understanding of the principles and practices of employee supervision, including work planning, assignment review, evaluation, discipline, and training staff in work procedures.
- Familiarity with the principles and practices of leadership.
- Awareness of the principles and techniques for working with groups and fostering team interaction to ensure smooth teamwork.
- Capability to assist in the development and implementation of goals, objectives, practices, policies, procedures, and work standards.
- Skill in identifying problems, researching and analyzing relevant information, and developing and presenting recommendations and justifications for solutions.
- Proficiency in preparing clear, effective, and accurate communications, including reports, correspondence, and other written materials.
- Competence in effectively using computer systems, software applications such as Microsoft Suite of applications, and modern business equipment to perform a variety of work tasks.
- Collaborative: Establish effective relationships and work with the assigned departments and Finance team, across the organization, and with the City's external partners.

- Practical: Effectively apply skills and knowledge and use sound judgement and decision making.
- Inventive: Be curious, seek new ideas, and consider new approaches, enjoy new challenges.
- Nimble: Be flexible and adapt analysis and recommendations to reflect organizational and community changes and expectations.
- Equity/Inclusion: Understand a set of values, behaviors, attitudes and practices of others that allows one to work effectively, cross culturally. Promotes justice, impartiality and fairness within the procedures, processes, and distribution of resources.

Qualifications

Police Administrative Manager will have the knowledge of:

- Laws, rules, regulations, ordinances, and collective bargaining agreements affecting City policies and operations
- City government administration, organization, functions, and services
- Practices, principles, procedures, regulations, standards, and techniques as they relate to assigned operations.
- Supervisory principles and practices.
- Records retention and rules and regulations as they apply to archive, release of information, confidentiality, and redaction.
- Budget development and fiscal management principles and practices.
- Techniques for providing a high level of customer service to the public and City staff
- Techniques for effectively representing the City with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Communication principles, practices, and techniques.
- Modern office practices and methods, computer equipment, hardware and software applications such as Microsoft Office suite of software including Word, Excel, PowerPoint, Outlook, etc.

Police Administrative Manager will have the ability to:

- Exercise discretion in confidential and sensitive matters
- Demonstrate excellent organizational skills and attention to detail
- Interpret, apply, and ensure compliance with applicable policies, procedures, laws, and regulations
- Analyze problems, identify alternative solutions, assess consequences of proposed actions, and implement recommendations
- Influence and gain cooperation when there are competing or conflicting priorities; conduct effective negotiations and represent the City
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls
- Oversee a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services
- Establish and maintain effective working relationships with all internal and external contacts
- Operate office equipment and technology tools including personal computers, laptop computers and printers, and presentation equipment
- Communicate effectively verbally and in writing; present information, proposals, and recommendations clearly and persuasively
- Physically perform the essential job functions

Minimum Qualifications:

- Bachelor's degree
- Three (3) to six (6) years of experience that is progressively related in administrative or clerical roles, involving the management of people and operations in an office or similar work and settings.

Any combination of seven (7) to ten (10) years of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties of the job is qualifying.

Additional Requirements:

- Required to obtain LEDS Certification within three months of employment.
- Must obtain and maintain a Notary License from the State of Oregon.

Preferred Qualifications:

- Progressive experience in administrative or clerical roles
- Experience managing an office within the public safety sector
- A minimum of two (2) years of experience in supervising or managing a team
- College-level coursework or technical training in a related field
- Experience dealing with the public

Any offer of employment is contingent upon successful completion of a comprehensive, departmental background check.

Selection Process

To apply for this position, click 'Apply' at the top of this job posting.

Required application materials:

- **Complete online application** (*Do not type 'see resume' in any fields or leave work experience fields blank in the application template. The education, experience, training and certifications listed in your application will be used to determine starting salary as related to Oregon's Pay Equity law. It is in your best interest to be thorough and complete.*)
- **Answers to supplemental questions** (*Your responses will be used to help determine qualifications for the position.*)
- **Cover letter** (no longer than one page) describing interest in the position and summarizing related experience

If you desire a modification of this process to accommodate a disability, please provide your request in writing to HRRecruiting@GreshamOregon.gov, or by phone to 503-618-2800, upon submitting the required documents.

A review of application materials submitted will determine which candidates will be invited to an interview. Communication with candidates will be done primarily through e-mail. Sometimes these messages may land in a spam or junk mail folder. We encourage you to monitor your inbox as well as the inbox within the governmentjobs.com portal for important updates related to this process.

Veteran's Preference

The City of Gresham provides qualifying veterans and disabled veterans with preference in employment in accordance with state law. Any candidate wishing to have their qualifying veteran's preference applied to the process must submit a qualifying document (DD Form 214 or 215) at the time of application providing proof of eligibility that includes discharge

status. Disabled veterans must also submit a copy of their Veteran's disability preference letter from the US Department of Veteran Affairs at the time of application, unless the information is included in the DD Form 214 or 215.

Our Commitment

The City of Gresham is committed to providing equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, national origin, age, mental or physical disability, genetic information, veteran status, marital status, familial status, or any other status protected by applicable federal, Oregon, or local law.

Please direct questions about this position to 503-618-2800 or HRRecruiting@GreshamOregon.gov.

If you need assistance with the online application, please contact NEOGOV directly at 1-855- 524-5627.

Agency

City of Gresham

Address

1333 NW Eastman Parkway

Gresham, Oregon, 97030

Phone

(503) 661-3000

Website

<http://greshamoregon.gov>

Police Administrative Manager Supplemental Questionnaire

***QUESTION 1**

What best describes your highest level of education?

- ☐ High School Diploma or GED
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or Above
- ☐ None of the above

***QUESTION 2**

What best describes your demonstrated experience that is progressively related in administrative or clerical roles, involving the management of people and operations of an office or multiple retail stores, or similar work and settings?

- ☐ No experience
- ☐ Less than three years
- ☐ More than three years but less than four years
- ☐ More than four years but less than five years
- ☐ More than five years but less than six years
- ☐ More than six years but less than seven years

☐ Seven years or more

***QUESTION 3**

Based on your response to demonstrated experience that is progressively related in administrative or clerical roles, involving the management of people and operations of an office or multiple retail stores, or similar work and settings, please describe when and where you acquired this experience, and duties performed. If you do not have this experience, please type 'N/A'.

***QUESTION 4**

What best describes your experience supervising, managing or coaching others?

- ☐ No experience
- ☐ Less than one year
- ☐ More than one year but less than two years
- ☐ More than two years but less than three years
- ☐ Three years or more

***QUESTION 5**

Based on your response to experience supervising, managing or coaching others, please describe when, where and where you acquired this experience, duties performed, and the number of employees you supervised/managed. If you do not have this experience, type 'N/A'.

***QUESTION 6**

Which one of the following best describes your highest level of Microsoft Word (or equivalent) proficiency?

- ☐ I do not have enough skills to meet the definition of the Basic level below.
- ☐ BASIC: basic formatting, editing, printing functions, and understands the document page setup. This level of skill is sufficient to perform daily word processing tasks such as: routine letters, memorandums, and informal reports.
- ☐ INTERMEDIATE: Ability to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports. Skill to use and create a variety of templates, complex tables, merges; manage table data, sort and filter merges, and perform basic work with existing Macros.
- ☐ ADVANCED: Ability to use and create a wide range of graphic effects and has full mastery of Macro commands. Skill level to product very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements.

***QUESTION 7**

Which one of the following best describes your highest level of Microsoft Excel (or equivalent spreadsheet program) proficiency?

- ☐ I do not have enough skills to meet the definition of the Basic level below.
- ☐ BASIC: Create basic worksheets; create basic formulas; use basic functions; modify and format a worksheet; print workbooks.
- ☐ INTERMEDIATE: Use advanced formulas; organize tables and worksheets; create and modify charts; analyze data using Pivot tables and Pivot Charts; insert and modify graphic objects in a worksheet
- ☐ ADVANCED: Create and edit macros; conditional formatting; apply data validation criteria; able to protect, share and merge files; trace cells and troubleshoot formula errors; uses data list outline; consolidate data and link workbooks; export and import text files and XML data; import data from the Web and create Web queries; analyze data using trend lines, Sparklines and scenarios.

***QUESTION 8**

I understand the questions asked are part of the screening process for a position with Gresham Police. I understand these questions are the first step in the selection and/or background processes and that the information I provide will be verified through a variety of sources. If it is discovered that I have made false, misleading or inaccurate statements, I will be disqualified from the selection process. I understand that if I am hired before an inaccuracy has been discovered it may lead to my dismissal. I understand that negative information provided may or may not be grounds for disqualification and that dishonesty is always grounds for disqualification. I certify that all information provided in this application is correct and complete to the best of my knowledge.

☐ Yes

☐ No

* Required Question