

NOTICE OF VACANCY – PLEASE POST

TITLE: Executive Assistant

DEPARTMENT: Salem Police Department (SPD)

POSITION STATUS: Full-time, non-union position with benefits

REPORTS TO: Police Chief or designee

SALARY: \$43,000 - \$57,500.00, commensurate with experience

POSITION SUMMARY:

Position performs a variety of complex and confidential administrative duties in the SPD and supports the office of the Chief of Police. Provides administrative support to Chief and public safety staff including Division Commanders and other department units.

DUTIES:

Answers telephone, routes calls, processes messages, schedules appointments, directs citizens to proper divisions, and takes requests, administers general information and sorts and distributes office correspondence.

Prepares police and city documents and materials for the Police Chief, including Citi-Stat reports.

Assists with the preparation and tracking of the Police Department budget. Responsible for accounts payable and invoicing SPD items. Responsible for procurement and acquisition of certain services, equipment and/or products for the Police Department. Assists in grant writing for funding and equipment, manages grant expenditures, submits quarterly and final reports, maintains grant records and handles audits.

Records time and assists with SPD payroll preparation.

Establishes and/or maintains complex filing systems, control records and indices including departmental personnel and internal affairs files. Maintains police inter-local agreements.

Prepares agendas, attends, records and distributes minutes for management staff meetings and committees. Schedules appointments, makes reservations, and arranges conferences and meetings.

Works closely with police department staff on other community and special events which include, but are not limited to: July 4th, Haunted Happenings, Halloween and National Night Out.

Coordinates and manages the court appearances for police personnel with the court prosecutor, court personnel and the District Attorney's office as needed.

Attends City Council meetings as requested by the Chief.

Performs other duties, as assigned, which may include, but are not limited to: special projects for the Chief.

MINIMUM QUALIFICATIONS:

Bachelor's Degree, plus two years' experience performing administrative support or related duties including managing and processing payroll and budget expenses or an Associate's degree, plus five years' prior experience. Familiarity with municipal government operations.

Must be a US Citizen or otherwise legally authorized to work in the United States. Must possess a valid Massachusetts Driver's License.

PREFERRED QUALIFICATIONS:

Law degree or paralegal background in the area of municipal government, criminal/civil law, or having a research background. Working knowledge of Massachusetts Civil Service process.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively, verbally and in writing. Ability to independently prepare routine correspondence. Ability to read and understand complex documents and forward to responsible respondents.

Ability to qualify and obtain a notary public certification.

Must be familiar with Microsoft Office Suite, Computer Aided Dispatch and Records Management Software, and other RMS or Financial Processing software programs. Ability to type a minimum of 45 words per minute. Must be detail oriented and organized.

Ability to understand and maintain confidential information and willingness to sign a contract of non-disclosure.

Skill in preparing meeting notes and recording and distribution of the same.

Ability to exercise initiative, independent judgment and act resourcefully under varying conditions, projecting future needs of the Chief and Department.

Working knowledge of municipal budgeting and capital funding.

Ability to use Computer Aided Dispatch and Records Management Software and an ability to work within a variety of law enforcement and municipal government computer software programs and operations.

Familiarity of the current and ability to become proficient with the Massachusetts Public Record Request Law. Ability to stay current with changes to Mass General Laws and court decisions in order to assure the Department is operating consistently within the confines of the law.

Possess exceptional interpersonal skills and project a professional demeanor with members of the Department, the general public, City Departments and officials, other law enforcements agencies, and

the Courts. Ability to maintain effective working relationships with supervisors, fellow employees, general public and municipal officials.

Willingness to expand knowledge base in an ever-evolving and changing law enforcement department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually seated at a desk or a table and is occasionally required to stand. The employee frequently is required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, and the ability to adjust focus. Position may require occasionally lifting or otherwise moving objects weighing up to 25 pounds. Ability to drive a motor vehicle to and from meetings or events.

This position can have exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints. The noise level in the work environment is usually moderate.

Qualified individuals are encouraged to apply with resume and cover letter to jobs@salem.com no later than December 30, 2016.

City of Salem
Human Resources Department, Lisa B. Cammarata, Director
120 Washington Street, 4th floor
Salem, Massachusetts 01970

THE CITY OF SALEM IS AN EEO/AA EMPLOYER

DATED: November 30, 2016