

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Administrative Services Supervisor (Confidential)

Pay Class: 31 Basic

FLSA Exempt

DEFINITION

Under general supervision of the Police Chief, performs responsible and confidential secretarial duties for the Police Chief and departmental staff; supervises Police Technicians; oversees Dispatch, Records, and Property and Evidence; relieves departmental personnel of a variety of administrative and clerical duties. This position is designated "confidential" due to access to/knowledge of the police activities and employee's personnel, pay, medical and background files; and performs other tasks as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Takes and transcribes dictation from microcomputers and cassette transcription machines.
- Types a variety of materials, including agreements, technical memoranda, resolutions, and ordinances.
- Answers and screens telephone calls and exercises considerable judgment in giving out information and referring to proper party.
- Maintains a calendar and schedules appointments for the Chief of Police and departmental staff.
- Keeps Municipal Code updated.
- Prepares and transmits monthly statistical reports to appropriate State and Federal agencies.
- Maintains files and reports.
- Operates personal computer for word processing, spreadsheets, email, internet, etc.
- May cover dispatch, records or property and evidence as needed.
- Plans, organizes, supervises and reviews the work plan for Police Technician I-IIIs; assigns work, projects, programs and training; manages Police Technician "call out" procedure to ensure an adequate number of Police Technicians are available for emergency situations; reviews and evaluates work products, methods and procedures; meets with staff to identify problems.

- Assists in selecting, training, motivating and evaluating assigned personnel; works with employees to address deficiencies, implements discipline and termination procedures.
- Develops and maintains training manuals, policies and procedures;
- Coordinates Police Technician unit's purchasing activities including negotiation with vendors and suppliers of necessary unit materials and equipment; approves expenditures needed for staffing, equipment and supplies; implements adjustments as needed; administers and directs capital improvement projects for the dispatch unit; establishes and maintains cooperative working relationships with those contacted in the course of work.
- Performs other related administrative and clerical as required.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade; plus specialized coursework or training in management, business, or other related areas; Associate's Degree in business is highly desirable.

Experience: Five (5) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public AND two (2) years of supervisory experience OR an equivalent combination of education, training and experience. Some experience in municipal government is preferred.

Certifications: POST Public Safety Dispatcher Certification, POST Public Safety Dispatcher Training Certification, CLETS Certification, and CLETS Trainer Certification.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or permanent resident alien; pass a thorough background investigation with no disqualifying criminal history; and a physical examination with a drug test.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Microsoft Office Programs; office practices and procedures, including business correspondence, filing, and office equipment operation; basic functions and organization of municipal government; statistical recordkeeping methods; correct English grammar, spelling, and punctuation; demonstrated background in word processing.

Skill and Ability to: Perform detailed, difficult and responsible clerical and secretarial work; type at a minimum speed of 55 net words per minute; use good judgment and make sound decisions in accordance with established procedures and policies. Prepare reports and compose correspondence

independently; operate a Dictaphone; exercise a considerable degree of initiative, tact, and mature judgment in performing a variety of secretarial duties for the Chief of Police and departmental staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public.

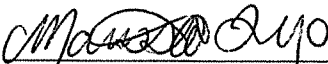
ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by:  9/12/23
Marissa Trejo, City Manager Date