



# SURFSIDE POLICE DEPARTMENT

## **SENIOR EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE**

**Reports to: CHIEF OF POLICE**

**Type of Position: EXEMPT**

**DEPARTMENT: POLICE**

### **GENERAL DESCRIPTION:**

Responsible administrative, research, para-professional and executive assistant to command staff, working directly under the supervision of the Chief of Police. The position requires tact, composure, confidentiality, organizational skills, customer service, flexibility, and communication skills and abilities. Work is performed under the general supervision of the Chief of Police.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assists Chief of Police and Command Staff with all correspondence and memos.
2. Abides by the Chain of Command and maintains strict confidentiality.
3. Keeps the Chief of Police and Command informed on all police department matters.
4. Prepares monthly staff meeting minutes and the monthly Police Bulletin.
5. Prepares weekly and monthly reports to Town Manager.
6. Assists the Chief of Police and the Command Staff in the preparation of the department's budget and keeps track of the department's budget accounts.
7. Oversees the business employee parking permits.
8. Processes payroll and all leave associated with payroll for the department.
9. Facilitates travel arrangements for all department personnel.
10. Prepares check requests / purchase requisitions for all departmental purchases.
11. Sets up and maintains the accuracy of all department personnel records.
12. Coordinates all training requests and personnel paperwork, following Town and State regulations.
13. Assists the Command Staff in completing and maintaining department's Policy and Procedures Manual, General Orders, and Special Orders.
14. Compiles monthly / yearly statistics (crime and enforcement).
15. Coordinates, organizes, plans and participates in Police sponsor events such as Holiday Toy Drive, Citizens Police Academy, Teen Summer Camp, Shred-A-Thon, Drug Take Back events, swearing in ceremonies, promotional ceremonies, department lunches, Coffee with the Cop, Shop with the Cop, and blood drives etc.
16. Orders and maintains administrative supplies for the department.
17. Updates Police Department's section of website.
18. Provides information for the Town Gazette.
19. Serves as a liaison between the Police Department and outside agencies.
20. May function in any emergency management role or capacity in the Incident Command System (ICS) to include Logistics, Operations, and Planning.
21. Performs other duties as assigned by the Chief of Police and/or Command Staff.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of office management practices.
- Knowledge of law enforcement regulations and procedures.
- Knowledge of records retention regulations.
- Knowledge of Public Information limitations.
- Knowledge of Police Standards rules and regulations.
- Ability to work under pressure with short deadlines.
- Ability to perform several tasks at one time.
- Skill in public relations.
- Skill in the use of data input equipment.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Public or Business Administration or related area. Three (3) years administrative experience in the field of law enforcement preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

N/A

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.
- Works outside.
- Moving and lifting objects.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: 3/18/2008; 4/10/2012; 02/08/2021;10/09/2023



This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Reviewed by: Assistant Chief Antonio Marciano  #0145

Approved by: Chief John Healy 

Date Posted: March 18, 2008

Revised: April 10, 2012; February 8, 2021; October 9, 2023

  #0145