

**Town of Natick
Job Description**

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| Position Title: | Senior Executive Assistant to Chief of Police | Grade Level: | 2 |
| Department | Police Department | FLSA Status | Exempt |
| Reports to: | Chief of Police | | |

Supervision Required: The employee works under the general guidance and direction of the Chief of Police. Incumbent is expected to cope with unusual situations and resolve them.

Supervisory Responsibility: The employee may exercise supervisory responsibilities over a small clerical support staff, making assignments, evaluating performance and training them. All work on the same shift and at the same location-

While work is planned, priorities change frequently calling upon the employee to re-prioritize work. Office operations are subject to frequent, abrupt and unexpected changes in deadlines and volume, many of which are unpredictable.

Accountability: Errors and omissions in work could result in adverse public relations, missed deadlines, and legal repercussions.

Judgment: Work requires examining, analyzing and evaluation facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity: Work at this level involves different and normally unrelated processes and methods. The nature of the work is such that the determination of necessary steps and the sequence of their performance is a major part of the overall responsibility. While guideline do exist, they often do not cover all situations encountered, calling upon the incumbent to exercise ingenuity and creativity to achieve goals.

Confidentiality: Natick Police Department deals with sensitive and secretive information as a matter of routine operations, confidentiality on all spoken, written, and acted on matters shall be exercised at all times.

Work Environment: Work is carried out in a very busy office and, while it is mainly sedentary in nature, it does require much sitting, standing and walking. Interruptions are numerous, ranging from phone calls to in-person visits, responding to inquires and information needs. Because the office is busy, it is also susceptible to noise. Stress is present in this work due to the need to achieve work objectives while attending to the interruptions noted.

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Nature and Purpose of Contacts: Employee is expected to meet and deal with high standing private and public officials and be able to provide assistance to them in their diverse needs. Other contacts are with Town officials for the purpose of transacting Town business. Still other contacts are with attorneys, the press and other media, and representatives of Federal and State agencies for the purpose of giving and exchanging important information. Finally, contacts with fellow workers and with citizens are numerous, in which incumbent is called upon to provide assistance and information in a professional manner at all times.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provide highly confidential and executive level administrative support to Police Chief relative to all department matters including human resource actions, discipline and medical..
- Maintain calendar of Chief of Police.
- Provide administrative support on as needed basis to: Command Staff of 4 Lieutenants, Detectives Unit, Animal Control Officer, School Resource Officers, Lead Dispatcher and Sworn Personnel.
- Maintain Personnel Files and Training records for department of 86 plus employees
- Responsible for all aspects of Civil Service Processing; maintain and keep accurate up to date files on all Civil Service transactions (Hiring, Retirement, Termination, Military Leave, Promotions, Exam Notifications) Maintain NeoGov site
- Coordinate with Benefits Manager and Human Resource Coordinator all departmental New Hires, FMLA and IOD claims.
- Manage Internal Investigation Files electronically in IMC as well as hard copies
- Coordinate Training Registrations and associated travel for department
- Assist Executive Officer updating Department Policies and Procedures

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- Responsible for all aspects of expenditure budget for Police Department, Parking Enforcement and Emergency Management. To include: Purchase order requisition, prepare and schedule accounts payables for weekly warrant payment, monthly credit card reconciliation, monthly Departmental budget reconciliation.
- Annual budget preparation for Police Operating, Parking Enforcement and Emergency Management accounts.
- Maintain Equitable Sharing Drug Forfeiture Accounts and Transactions, Reconcile with Treasurer Equitable Share Bank Accounts on monthly basis
- Coordinate with Property/Evidence Room Officer Processing Asset Forfeiture
- Manage all departmental deposits (Records Room, Firearm Permits, Court Mandated Restitution, Donations, Solicitor Permits)
- Manage all aspects of Community Notification System
 - Record, Schedule and Launch calls
 - Monitor call job statistics
 - Maintain Emergency & General Database
 - Maintain Contact Groups (Snow Chain, Care and Prepare, Emergency Management, Town of Natick Department Heads)
- Coordination of all aspects of annual events to include:
 - Marsha Kelley Memorial Giving Tree
 - Peace Officers Memorial Ceremony
 - Natick Police and Natick Fire Department 911 Memorial Bi-Annual Blood Drives
- Maintain Natick Police Department Website
- Maintain Natick Police Department internal DHQ web site. Department Liaison with vendor.
- Safety Committee: Prepare Agenda, Meeting Minutes and Post on the Town's website in accordance with the Town's Open Meeting Law
- Update Traffic Rules and Orders in order to maintain a current live document
- Manage daily/temporary parking passes for Town Hall and South Ave Parking Lot.
- Maintain schedule of use for Frederick Conley Training Center and Natick Police

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Department Community Room.

- Issue all Clery Act Requests

- Issue and Maintain all Solicitor Permits as requested

- Issue Letters of Good Standing (Adoption, Visa etc) as requested by residents

- Assign police employees parking permits and maintain accurate permit and vehicle information records

- Assist Records Department personnel on as needed basis

- Field all inquiries and complaints from members of the general public, referring complaints to the proper chain of command

- Keep self-informed of all Town government operations and activities, so as to be able to explain them effectively to department heads, employees and citizens.

- Performs other related duties, as required.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- In addition to special training, incumbent should have served in progressively responsible administrative secretarial work in an office setting for at least five (5) years. Work experience should include taking meeting minutes , office management and computer operations.

- Candidates for this position must be a high school graduate; successful completion of two (2) years of college preferred.

- A candidate should have had five (5) years of work experience in an office setting performing progressively responsible administrative secretarial duties. Each year of academic achievement, as indicated herein, may be substituted for each year of work experience up to two (2) years.

- Candidate must be able to demonstrate possession of the required knowledge, skills and abilities to perform the work, inclusive of Excel, Word and PowerPoint

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Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of office management and administrative principles and practices, including computer operations.
- Extensive knowledge of Town By-Laws and regulations, policies, programs and operations of the Town government in order to perform diverse standardized and non-standardized assignments calling for a high degree of judgment and discretion to carry them out.
- Considerable knowledge of business English, grammar, punctuation and spelling.
- Considerable knowledge of and skill to take minutes of meetings and oral dictation from superiors with accuracy.

Abilities:

- Ability to plan, organize and oversee the work of a very busy office.
- Ability to motivate, train and direct a clerical support staff.
- Ability to maintain confidentiality of sensitive information.
- Ability to establish and maintain harmonious relationships with a wide variety of persons, including public officials, fellow workers and citizens.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to prepare statistical and technical reports.
- Ability to work with a high degree of independence, attending to numerous details and completing assignments on time.

Skill:

- Skill in the use of office equipment, including computer, typewriter, word processor, calculator and other pieces of equipment.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an

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employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.