

**ADMINISTRATIVE COORDINATOR**

**PURPOSE**

To provide administrative support in the public safety environment including management of records, property, and/or evidence; office management; reception; research; document preparation; and, supervision.

**WORKING CONDITIONS**

Work is conducted primarily in an office setting. It includes pressure generated by frequent interruptions, deadlines, complaints and volumes of work. Conditions may include occasional attendance at meetings which are conducted in the evening. May also include occasional weekend or irregular hours.

**PHYSICAL DEMANDS**

Work may include prolonged sitting, as well as moderate lifting, carrying reaching, stooping, pulling and pushing activities; manual dexterity; clear speech; and visual and hearing acuity.

**DISTINGUISHING CHARACTERISTICS**

Mid-management position. This is the primary administrative position in the public safety environment, reporting directly to the Chief of Police/Fire Chief. It requires a considerable degree of initiative, independent judgment and tact in dealing with confidential and sensitive matters. Exercises full supervisory responsibility for the work of technical and clerical positions.

**ESSENTIAL JOB FUNCTIONS** - Duties may include, but are not limited to, the following:

Plan, coordinate, supervise and review the work of departmental personnel assigned to public safety administrative support activities. Act as custodian of records. Monitor and oversee the release of information/public records related to public safety incidents, reports and litigation matters, in accordance with all relevant federal, state and local laws.

Coordinate with other City departments and governmental agencies in the processing of a wide variety of documents.

Perform administrative office management duties including maintaining departmental calendars and appointment schedules; arranging meetings and training sessions; distributing mail; monitoring and ordering office supplies; ensuring maintenance and repair of office equipment.

Initiate and maintain a variety of manual and computerized filing and record keeping systems; gather or trace information for preparation of periodic statistical, financial and operational reports. Maintain manuals and update resource materials.

Administration of the department budget; prepare budget reports, compile information for annual budget request; secure cost bids and make budget recommendations; monitor and control expenditures.

Operate standard office equipment including computer hardware such as hard and floppy disk drives and printers, and software including spreadsheets, data bases, file management, and word processing systems; adding machines, copiers, fax machines, telephone systems, pagers and communications radios.

Answer multi-line telephone and receive visitors; evaluate needs and direct callers. Respond to inquiries and resolve complaints regarding a wide range of issues related to departmental operations.

Provide research assistance on a variety of administrative issues; participate in conducting surveys and studies by gathering, compiling, tabulating and reporting data.

Compose and prepare a wide variety of written documents including confidential and sensitive memos and correspondence, reports, resolutions, contracts, agreements, charts, tables, spreadsheets and press releases. Edit written documents prepared by other departmental personnel for correct format, English usage, grammar, spelling and punctuation.

Recommend organizational and procedural changes affecting administrative activities of the department.

Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Hire, train and supervise, and evaluate administrative personnel.

Manage records personnel to ensure compliance with federal, state and local mandates for release of information.

Management of Live Scan, Cal Photo and Critical Reach programs.

Act as Agency Terminal Coordinator for Department of Justice information system.

Liaison for Department of Justice, District Attorney, Probation and Superior and Traffic Courts regarding record administration.

Perform related duties as assigned.

**Specific to Police Department:** Oversee and monitor the record keeping, storage, release, and purging of property and evidence in accordance with federal, state and local laws.)

**Specific to Fire Department:** Oversee preparation of agenda, minutes, development and preparation of resolutions/ordinances, and proper noticing requirements.

### **OTHER JOB FUNCTIONS**

Serve as department representative at a variety of interdepartmental and/or public meetings. May take notes and transcribe into finished document.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge and Abilities:**

Knowledge of the principles, procedures, methods, laws and regulations governing public safety records and evidence management; of modern office practices, procedures and equipment including computer hardware and software and transcription equipment; of correct business correspondence formats, correct English usage, spelling, grammar and punctuation; of filing and indexing and cross referencing methods; of basic record keeping and accounting practices; of basic research methods; of principles of supervision, training and evaluation. Ability to operate a keyboard with sufficient speed and accuracy to meet the needs of the department (minimum speed 50 wpm net); to work independently; to organize, prioritize and coordinate work activities; to supervise, train and evaluate assigned personnel; to analyze situations accurately and adopt effective courses of action; to work efficiently under pressure and with frequent interruptions; to prepare clear and concise written documents; to compile and maintain accurate records; to perform moderately complex business math calculations; to interpret and apply related laws and rules; to communicate clearly and concisely, both orally and in writing; and to establish and maintain effective work relationships with a variety of people contacted in the course of work.

#### **Education and Experience:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

##### **Education:**

Equivalent to completion of the twelfth grade supplemented by college level course work in public safety records, supervision or a related field.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration or a related field is preferred.

**Experience:**

Four years of increasingly responsible clerical and administrative experience in a relevant public safety agency.

**Other Requirements:**

Ability to operate a keyboard with sufficient speed and accuracy to meet the needs of the department (minimum speed 50 wpm net).

Select positions require possession of a valid California Drivers License and a satisfactory driving record as a condition of initial and continued employment.

**Desired Specific to Police Department:** Possession of a Basic Records certificate issued by California Police Officer Standards and Training Commission (POST) is required. Possession of a POST Records Supervisor/Management certificate is desirable.

**Desired Specific to Fire Department:** Possession of or ability to obtain CFCA Professional Recognition Program Certification Level I and Level II is desirable