

City of Mission Job Description

Job Title: **Administrative Coordinator**

Classification: Exempt Administrative

Department: Police



Division: Administrative Bureau

Supervisor: Chief of Police

Effective: 10/01/2017

I. **JOB SUMMARY**

This position provides administrative office and secretarial services for Chief of Police and Assistant Chief's of Police. Individual will receive phone calls and visitors to the department, determine the nature of the business and direct phone calls or visitors to the Chief or Assistant Chief's of Police. Will perform routine clerical duties such as typing reports, letters, memorandums. Will schedule appointments, provide information to callers or visitors to the department, file correspondence and other documents, address envelopes or packages for the chiefs. The job has no supervisory responsibilities. Individual will be performing other duties assigned by the Chief or Asst. Chief's of Police as needed.

II. **EDUCATION/EMPLOYMENT REQUIREMENTS**

- High school diploma or G.E.D. required.
- Some college or specialized administration training and public relations exposure is preferred.
- Must be able to type 55 wpm with accuracy and have at least five (5) years office/secretarial experience and have good filing skills.
- Must be proficient in working with personal computer and general office equipment and knowledge of Microsoft Word, Excel, and E-Mail.
- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant's rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Must have considerable knowledge of secretarial, administrative, and organizational abilities and possess professional and communication skills.

III. **SKILL AND ABILITY REQUIREMENTS**

- Ability to follow a firm work schedule as directed by the Chief of Police.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business manner.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain effective working relationship with office staff, elected officials and the general public.



- Ability to multi-task in spite of interruptions and be able to work well under strict deadlines and stress.
- Ability to perform a wide variety of different types of tasks without affecting the efficiency of any individual task.
- Ability to speak and write clearly and accurately.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as city policy procedures.
- Ability to perform work that is routine and detailed.
- Ability to communicate proficiently in the Spanish and English language.

IV. ESSENTIAL JOB FUNCTIONS

- Provide all administrative services for the Chief of Police and Assistant Chief's of Police in a timely manner and distributes memorandums, special projects and orders, plans, studies and programs to the appropriate agencies.
- Answer telephone with clear, courteous business voice and directs the calls to the appropriate destination to expedite response.
- Receive visitors, answers questions and inquiries to resolve issues at hand or directs to appropriate destination.
- Schedule meetings, appointments and manages correspondence and programs.
- Assist in the preparation and administration of grant applications for the department.
- Assist in conducting monthly safety meetings with the Traffic Safety Committee and quarterly meeting with the Juvenile Justice Delinquency Prevention Advisory Board.
- Transcribe and prepare minutes for approval by each committee and submit for city council approval.
- Assist in preparing and monitoring of the yearly budget for the Police Department.
- Prepare, submit, and record all requests for travel and training of department personnel.
- Process and record all purchases and expenditures of monies within the Police Department.
- Prepare invoices for the Finance Department to be paid to vendors for items purchased for the Police Department.
- Prepare requisitions and purchase orders for items needed for the Police Department.
- Make deposits from petty cash drawer.
- Perform other duties assigned by the Chief of Police or Asst. Chief's of Police as needed.



- Conduct research and aid in the development of projects and programs for the Department and City.
- Sort and file letters and other documentation.
- Type letters and other documents as requested and within the time frame specified by the Chief of Police.
- Copy documents, utilizing office equipment as directed.
- Keep an accurate log of daily incoming calls received.
- Fax information to different departments or vendors.
- Perform all job functions with special attention placed on good public relations, safety, and proper office procedures in compliance with city policies.
- Perform all duties in a professional manner.

V. NON-ESSENTIAL JOB FUNCTIONS

- Assist with and attend community/special functions coordinated throughout the city.
- Assist other departments within organization with organizing special events as requested by the Chief of Police.
- Undertake assignments/projects assigned by the Chief of Police.
- Make necessary accommodations for meetings and/or staff such as preparing coffee, refreshments, materials, supplies, etc.
- Organize meeting room setups.
- Attend ribbon cuttings when requested.

VI. EQUIPMENT/MATERIALS

General office equipment/materials to include but not limited to the following:

- Personnel Computer, Keyboard, Printer
- Telephone, Copy machine, Micro cassette recorder
- Fax machine, Paper cutter
- Ten key calculator, Postage meter, Manual hole puncher
- Computer software, Computer mouse
- Pens, pencils, highlighters, Ruler, stapler
- Personnel Policy Manual
- General Manual



VI. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job. The individual works indoors in a well-lighted, air-conditioned office. Normal working hours are 8:00 a.m. to 5:00 p.m. Monday thru Friday. This position requires working after-hours as needed. Emotional stresses are present due to dealing with the public in emergency situations.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

VIII. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.



IX. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

City of Mission Job Description

Job Title: **Administrative Coordinator**



con't – page 6

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser, filing baskets.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

City of Mission Job Description

Job Title: **Administrative Coordinator**



con't – page 7

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date