



CITY OF MOLALLA

Police Administrative Supervisor POLICE DEPARTMENT

FLSA Status: Exempt
Department: Police
Union Representation: Non-Represented

Purpose of Position:

Provide confidential administrative support to the Police Department; performs varied administrative duties of moderate difficulty that require a knowledge of office routines and an understanding of the organization, programs, and procedures related to the work of the office with the ability to recognize deviation from accepted practices. Handles a variety of tasks, supporting leadership and ensuring efficient operations. Performs supervisory tasks and responsible for confidential administrative support activities.

This position is also responsible for overseeing and assisting in the department's property and evidence department, financial duties, training, recruiting, records management, and general office tasks.

ESSENTIAL DUTIES:

- Make and record tentative appointments. Coordinate information as needed, such as between agencies and staff.
- Provide broad administrative office support to the Police Department by performing such duties as tracking personnel schedules, compiling information, drafting / reviewing correspondence, and reports, completing forms, coordinating the maintenance of office equipment, maintaining electronic and paper files and record keeping systems.
- Process and track license / grant renewals and applications. Keep parties apprised of process including requestor and City department staff.
- Order and maintain adequate supply of various office equipment, materials, and forms.
- Keep immediate supervisor and designated staff informed concerning work progress, including present and potential work opportunities.
- Perform records custodian duties of property and evidence by setting up and maintaining department files and record keeping systems.
- File, retrieve and distribute records / documents as needed and directed. Process and distribute police reports.
- Organize and archive records in accordance with Oregon Public Records Law. Includes developing and maintaining forms and systems to ensure organized processing of information and requests.
- Oversee mandatory audits of property and evidence.
- Supervise and train assigned personnel.

- Coordinate administration of grant application, monies, process grant reimbursement requests, and track expenditures against appropriations. Work closely with finance to adhere to all grant compliance laws and regulations.
- Responsible for processing court ordered sealing and expungement of adult and juvenile criminal records.
- Act as Law Enforcement Data Systems (LEDS) agency representative. Perform required data maintenance activities as scheduled. Maintain training records for personnel authorized to access LEDS/NCIC/DMV files. Maintain recertification records as required.
- Monitor training and certification needs of the department and arranges for necessary workshop and conference attendance. Assist officers in advancement of certifications. Maintain training records and makes all training arrangements. Monitor training and certification requirements for city employees and contractors with unescorted access to the police facility.
- Verify department time sheets for accurate time accounting, including leave accruals, and overtime.
- Assist with budget preparation. Research and track budget information throughout the year. Approve expenditures within scope of budget and authority.
- Update department website for changes to personnel, programs, forms, etc.
- Coordinate department recruitments with Human Resources.
- Coordinate and schedule with DPSST new officer certification and/or lateral transfer.
- Assist in planning and organizing events for community engagement, children's safety, and National Night Out.
- Assist accreditation process, application, and success.
- Assist Police Chief / Public Information Officer in the preparation and distribution of press releases, speeches, social media posts and other materials for public consumption. Develop and curate community engagement through social media platforms. Create and edit written, video, and photographic content.
- Assist in answering media inquiries through email and social media. Collaborate with management and PIO to ensure cohesive public image and message.
- Active participant of Safety Committee.
- Perform other duties of a similar nature and level as assigned.

EXPERIENCE, TRAINING AND KNOWLEDGE:

- Must have ability to maintain confidentiality.
- Working knowledge of federal and state grant processing and compliance.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Two-year degree in a related field and three (3) years' experience working in office administration and customer service; or an equivalent combination of education and experience.
- Two (2) years of supervisory experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.
- Must possess LEDS certificate within 30 days of appointment.
- Valid Driver's License.
- Must be able to pass an extensive background investigation.
- Knowledge of the criminal justice process (from arrest to sentencing)

SKILL IN:

- Interpreting and applying applicable laws, codes, regulations, and standards.
- Advanced knowledge and use of Microsoft Word, Excel, PowerPoint, Outlook, Zoom, LEDS and other City programs and systems to perform job duties. It is expected that this position builds, designs and provides functional forms for the department and public.
- Demonstrated proficiency with law enforcement programs including: NCIC (National Crime Information Center), LEDS (Law Enforcement Data System), Oregon Unified Crime Reporting (UCR), and the National Incident Based Reporting System (NIBRS).
- Communicate effectively through verbal and written means, including technical writing.
- Time management, prioritization, and organization.
- Work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail.
- Analyze situations, identify alternative solutions, project consequences of actions, and implement recommendations.
- Maintain professional, respectful, productive, and cooperative working relationships and customer service to City staff, other organizations, and the public.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, speak with staff and public, reach, and manipulate objects. Duties involve moving materials weighing up to 25 pounds on a regular basis.

WORKING CONDITIONS:

Usual office working conditions with the potential of working outdoors during police department events; National Night Out, Buckaroo, and holiday events. The noise level in the work area is typical of most office environments with telephones, background noises to include regular broadcasts of police dispatch radios. Attendance at night meetings and/or events outside of the regular workweek may be required.

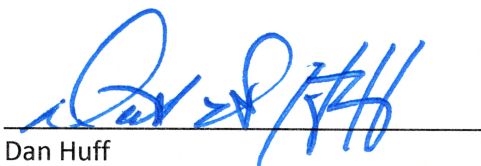
SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of assigned personnel including Records, Property and Evidence Departments. Assist with the coordination of transitional duty police staff. May also provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Reports to the Chief of Police.

Approved,



Dan Huff
City Manager

7-2-24

Date