



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE BURLINGTON POLICE DEPARTMENT

POSTING DATE: July 7, 2016

PAY RANGE: \$21.11/hour

EXEMPT/NON-EXEMPT: Non-Exempt

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

DEADLINE TO APPLY: July 18, 2016

POSITION STATUS: Regular Full Time

CLASSIFICATION: 15

GENERAL PURPOSE: This position is responsible for coordinating administrative support to the Chief of Police and Command staff of the Burlington Police Department. The assistant will be an integral part of the department's management team, working closely with the chief as well as the command staff and specialized positions to maintain and enhance the effectiveness, good order and efficiency of the department. The assistant will not only administer the office of the chief of police, but also help manage innovation within the department and shape its response to critical incidents. The functions of the assistant require developing having deep knowledge of the crime and policing conditions of the city and the department's proposed responses, as well as intimate knowledge of the city's communities and constituencies. The assistant will be responsible for conducting confidential inquiries on internal matters on behalf of the chief and issuing statements to the media as the chief's designated spokesperson.

Essential Job Functions: Provide administrative support for Board meetings, and other public boards, committees and events. This support includes, but is not limited to, compile and prepare agendas; schedule meetings and meeting space; warn meetings; record, transcribe and distribute minutes; assure follow-through to meeting issues; maintain records and files; assist in developing and disseminating outreach materials, publicity and signage plans; facilitate communication with other City Departments.

- Maintain schedules/calendars, make appointments, answer telephone, screen calls, refer calls, take messages or handle and coordinate meetings for Department Head.
- Open, review and prioritize mail. Prepare and post outgoing mail.
- Perform administrative duties in support of the department functions; including direct responsibility for the productions of the Department annual budget and sections of the Department annual audit to include State and Federal grants.
- Maintain Office files and filing system.
- Schedule supervisor's appointments, employing discretion in committing time, or refer callers to appropriate source of information or service.
- Maintain confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorize parties, attorneys or the press.
- Act as liaison between supervisor and staff including public and media local, state and federal offices.
- Answer questions relating to researching information and relaying explanations of laws, policies, and procedures; refer matters requiring policy decisions.
- Compile information for narrative, fiscal and statistical reports, determine appropriate report format. May contact officials, City employees or other agencies to secure data.
- Manage and assist in the implementation of selected projects and innovations on behalf of the chief of police.
- Issue statements to print, radio and television media as the chief's designated spokesperson.
- Gather facts and information about police incidents of importance to the city and the department.
- Prepare and distribute press releases and informational documents to the press and the public.
- Prepare informational briefings about police matters of importance to the city and the department.

- Work closely with crime and intelligence analysts, investigators and police supervisors to ascertain information about critical incidents for the purpose of briefing the chief and the command staff.
- Type a variety of correspondence, memos, self-composed letters, minutes, reports, agenda and legal documents. Assemble materials and coordinate office functions to meet deadlines.
- Coordinate time, location and participant arrangements for meetings; arrange travel and accommodations as required.
- Respond to public requests for information, resolve complaints, inaccuracies in documentation, or other situations requiring diplomacy and tact.
- Maintain and update Burlington Police Department Website and Intranet sites
- Send correspondence to Department members and the public via number of electronic and Internet means.

Qualifications/Basic Job Requirements:

- Completion of Bachelor's Degree and two years of experience preferred; or an Associate's Degree and three years of experience; or a high school diploma or equivalent and five years of experience in an office environment as an Executive Administrator required.
- Demonstrated knowledge of departmental policies, procedures and legal requirements preferred.
- The ability to manage and implement police administration projects of moderate complexity.
- The ability to issue accurate and concise statements in written and oral form to the press and the public
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Ability to research records pertaining to City Council and other documents related to City business.
- Demonstrated advanced working knowledge of multiple software office products, including Microsoft word and excel, access, Power point and specifically Dreamweaver preferred.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Must be able to work in a team environment, while also being self-directed.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Must adapt to changing job duties and be able to multi-task.
- Must be able to assume administrative responsibility and carry out tasks with minimal instruction.
- Must be able to plan, organize and coordinate workload.
- Must display excellent verbal and written communication skills.
- Must interact well with the public.
- Must be able to work evenings, weekends, special events, and holidays as required.
- Upon conditional offer of employment, candidate must successfully complete a background check.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR . The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.

