

**ORDINANCE NO. 8-20**

**AN ORDINANCE AMENDING SECTION 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO ACCEPTING THE REVISED JOB DESCRIPTION FOR THE POLICE ADMINISTRATIVE ASSISTANT.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** In accordance with Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio the job description for the position of Police Administrative Assistant is hereby approved, marked Exhibit A, attached hereto and incorporated herein.

**SEC. 2:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 3:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

**PASSED:** January 13, 2020

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** January 14, 2020

**SIGNED:** Dennis Hanwell  
Mayor

**TITLE:** Administrative Assistant

**REPORTS TO:** Police Chief

**DEPARTMENT/DIVISION:** Police

**CIVIL SERVICES STATUS:** Classified/Unclassified

**JOB STATUS:** Full-time/Part-Time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The individual in this classification provides highly skilled administrative support to the Chief of Police and other Police Department administrators. Duties performed require excellent skills in clerical services, computer use, typing and other general office tasks. The individual in this classification must interact with City officials and employees, the public and employees of other City agencies, often in regard to confidential and sensitive issues. The Police Department Administrative Assistant must perform a variety of administrative office duties with minimal supervision, and must possess the ability to prioritize work with an emphasis on multi-tasking. Work is performed under the general supervision of the Police Chief.

**ESSENTIAL JOB FUNCTIONS:**

Performs a wide variety of complex and confidential administrative tasks for Police Department administration.

Schedules and coordinates appointment calendars for Department administration.

Responds to sensitive requests for information and assistance.

Coordinates the flow of paperwork, including periodic and special reports between divisions within the Department, as well as between the Department and other City departments.

Composes and types directives, bulletins, schedules, **memos** and agendas.

**Records meeting minutes.**

**Orders equipment and maintains equipment tracking databases.**

**Assists in the coordination of staff training.**

**Develops budget projections, appropriations, process payables, appropriations adjustments and budget maintenance.**

**Maintains clerical and accounting records.**

**Drafts requisitions, statistical material and municipal legislative documents.**

Makes arrangements for meetings and notifies participants.

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Maintains and oversees Department administrative files.

Speaks with citizens who are making complaints or requesting service in person or by telephone, providing necessary information or referrals and follows through to resolve problems.

Keeps Department administration informed of details affecting office management.

Issues instructions or directions on behalf of Department administration.

Reviews incoming mail and correspondence for Department administration, disseminating mail to proper recipients and drafts responses on matters for which authority has been delegated.

Demonstrates continuous effort to improve operations, decreases turnaround time and streamlines work processes.

Maintains regular and consistent attendance.

Operates a variety of office equipment required for performing administrative and clerical duties.

Makes travel arrangements for Department administrative personnel.

Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the day.

## **EDUCATION, TRAINING AND EXPERIENCE:**

Considerable **administrative, clerical and budgeting** experience including familiarity with various computer applications and programs.

High school diploma or GED, preferably supplemented by business school or college courses in computer operation and general office skills, or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

No criminal record other than minor traffic offenses.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Office terminology, procedures, and equipment;
- Business arithmetic, English, bookkeeping, budgeting and statistic gathering and reporting for Department activities;
- Positions within the City and the responsibilities of various City offices for proper referrals;
- Law enforcement terminology and operating procedures and policies; and
- **Public records laws.**

**Skilled in:**

- Maintaining complex administrative records and preparing reports from such records;
- Maintaining confidentiality of sensitive information;
- Entering data into a terminal, personal computer or other keyboard device;
- Producing written documents with clearly organized thoughts, proper sentence structure, punctuation and grammar;
- Microsoft Windows operating system as well as Word and Excel;
- Electronic document filing systems;
- Maintaining, projecting and developing departmental budgets; and
- Processing accounts payable and receivable.

**Ability to:**

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- **Exercise good judgement and have the ability to deal with the general public in a professional manner;**
- Understand and follow complex oral and written instructions;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Read and write reports, correspondence, instructions and other business documents; and
- **Maintain confidentiality.**

**ENVIRONMENTAL ELEMENTS:**

This position requires the employee to spend a large portion of the day at a desk or computer station, with much of that time spent on the telephone. The position includes a high incidence of interaction with citizens, governmental officials, and other municipal employees, occasionally under stressful conditions.

**WORKING CONDITIONS:**

May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:**

Typewriter, personal computer, fax and copy machines, paging software, **telephone, cellular phone**, voice-mail, Calculator, **camera** and other commonly used office equipment.

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**ADDITIONAL REQUIREMENTS:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_