



Town of Edmonston Police Department

EST. 1924

Chief of Police |
Demetrious Harris

1-15-2020

ADMINISTRATIVE MANAGER I (Administrative Manager to the Police Department) POSITION DESCRIPTION

Employment Type: Full Time
Department: Police

Summary

This position provides administrative support for the Police Department and performs routine receptionist, clerical, and administrative work. The position shall also provide administrative support to the General Government's daily administrative operations. This position under the general administrative supervision of the Chief of Police who defines the overall work objectives and provides guidance with special assignments.

Essential Job Functions

- Supports the administrative front office including telephone answering, office correspondence, greeting the public and general support of the administration of the Police Department and General Government operations of the Town
- Executes a variety of tasks promoting the efficient operation of the Departments.
- Monitors public safety communications from multiple sources.
- Manages social media accounts and uploads town or department related content on various platforms to include Constant Contact, Facebook, Twitter, Instagram, website and government access channel.
- Maintains an adequate stock of office supplies, initiates purchase orders; approves routine purchases and reviews the accuracy of the purchase orders.
- Analyzes and reviews red-light camera citations for approval.
- Manages accounts payable and receivable accounts on behalf of the department and assists the General Government with the processing of accounts payable and receivables as required.
- Schedules events for town recreation center and in coordination with the Town Clerk accepts reservations for the center.
- Attend court proceedings and giving testimony on behalf of the Department .
- Analyzes impact of incidents on Towns systems and emergency management resources.
- Analyze and study crime reports, arrest reports, and police calls for service to develop and identify emerging patterns, series, and trends.
- Prepare a variety of reports such as crime information and patrol bulletins, monthly and quarterly activity summaries, department annual reports and specific statistical/research reports as needed.
- Conduct statistical and strategic analysis which includes preparing monthly, quarterly, annual, and on-request reports.

- Identifies area events or activities that may require the deployment of Public Safety resources and/or affect the services provided by the Town of Edmonston.
- Must treat all duties and responsibilities in a confidential manner.

Examples of Work

- Serves as receptionist for departments as needed; receives calls; checks after hour voicemails; ascertains nature of business, directs to appropriate authority for disposition.
- Participates in community-based special events and town sponsored events
- Maintains department records, reviews records for accuracy, and maintains files.
- Manages the Town's traffic enforcement program, including speed and red-light cameras.
- Transcribes correspondence, Composes routine correspondence, and types a variety of reports and materials.
- Develops statistical data, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Works with senior command staff to streamline processes related to data collection and data retrieval.
- Integrates information from crime analysis and police personnel into a presentation to present to Command Staff on a weekly basis.
- May operate digital, analog, and portable two-way radio systems.
- Tracks business license applications and Prince George's County Use and Occupancy permits prior to issuance of license by the Code Officer.
- Assists the Code Officer and administrative staff with clerical support as needed.
- Performs other duties as apparent or assigned.

Qualifications

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work with all levels of staff and management.
- Excellent phone rapport, ability to restate and accurately document phone discussions, ability to handle pressure and diffuse situations at times with unhappy customers.
- Organized, accurate and flexible In order to accommodate changing priorities.
- Comfortable with numbers and tracking spreadsheets.
- Skill in using computers and software programs typically used in the position, such as CAD, automate record-keeping systems used in the criminal justice system, computerized data collection, retrieval and analysis.
- Knowledge of law enforcement and fire/ems terminology and radio code systems; techniques and procedures as they relate to dispatch activities and records management reporting.
- General knowledge of standard office practices, procedures, equipment, and secretarial techniques.
- The successful candidate will have to pass a thorough background check before being offered the position.

Education and Experience Required

- High school diploma or equivalent, plus two (2) years of progressively responsible related work experience in public safety, emergency management, or another applicable field.
- Or equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.
- Ability to be certified as a Notary Public by the State of Maryland.
- Bi-lingual preferred

ESSENTIAL EQUIPMENT USED

- Standard general office equipment, including a photocopier, facsimile machine, calculator, and tape recorder; a personal computer and the related software; and a multiline telephone with voice mailboxes, two-way radio.

Essential Physical Demands/Working Conditions

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- Work may involve extensive computer use and sitting for long periods of time.
- The employee may be required to push, pull, lift, and/or carry up to 10 pounds.
- The noise level in the work environment is usually moderately quiet.
- Verbal communications is required to perceive information at normal spoken word levels.
- This employee classification is not subject to adverse environmental conditions on the regular basis.

Approved by the Edmonston Town Council on the _____ day of _____, 2020.

Tracy R. Gant, Mayor