

**EXECUTIVE ADMINISTRATIVE ASSISTANT TO  
THE CHIEF OF POLICE****Reports to: CHIEF OF POLICE****Type of Position:****Hours Per Week: 40****NON-EXEMPT****DEPARTMENT: POLICE****GENERAL DESCRIPTION:**

Responsible administrative, research, para-professional and executive assistant position, working directly under the supervision of the Chief of Police, requiring tact, composure, organizational, customer service, flexibility, and communication skills and abilities. Work is performed under the general supervision of the Chief of Police.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists Chief of Police with all correspondence and memos.
2. Prepares monthly staff meeting minutes.
3. Prepares monthly Police Bulletin.
4. Prepares monthly report to Town Manager.
5. Assists the Chief of Police in the preparation of the department's budget.
6. Processes payroll.
7. Maintains and keeps track of department's budget accounts.
8. Prepares check requests / purchase requisitions for all departmental purchases.
9. Sets up and maintains the accuracy of all department personnel records.
10. Processes personnel paperwork, following Town and State regulations.
11. Assists the Chief of Police in completing and maintaining department's Policy and Procedures Manual, General Orders, and Special Orders.
12. Compiles monthly / yearly statistics (crime and enforcement).
13. Coordinates, organizes and plans for events such as Holiday Toy Drive, Citizens Police Academy, Teen Summer Camp, Shred-A-Thon, Drug Take Back events, swearing in ceremonies, promotional ceremonies, department lunches, etc.
14. Orders and maintains supplies for the department.
15. Updates Police Department's section of website.
16. Provides information to the Town Gazette.
17. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of office management practices.
- Knowledge of law enforcement regulations and procedures.
- Knowledge of records retention regulations.
- Knowledge of Public Information limitations.
- Knowledge of Police Standards rules and regulations.
- Ability to work under pressure with short deadlines.
- Ability to perform several tasks at one time.
- Skill in public relations.
- Skill in the use of data input equipment.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Three (3) years administrative experience in the field of law enforcement preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

N/A

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.
- Works outside.
- Moving and lifting objects.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: 3/18/2008; 4/10/2012; 02/08/2021

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Reviewed by: Captain John Healy *[Signature]* 0147  
Approved by: Chief Julio Yero *[Signature]*  
Date Posted: March 18, 2008 *[Signature]*  
Revised: April 10, 2012; February 8, 2021