



CITY OF DUNWOODY, GEORGIA

TITLE: Executive Assistant

DEPARTMENT: Public Safety

JOB SUMMARY:

Serves as Executive Secretary to the Chief of Police and senior command staff for the Dunwoody Police Department. Duties include high level administrative work supporting the Chief of Police, responding to the general public; and creating reports, correspondence and other documents for the Chief of Police. Duties are performed under the general supervision of the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Types varied assignments to produce correspondence, reports and other related information.
- Maintains departmental and personnel files by updating information as necessary.
- Assists with preparation and administration of annual budget and maintaining budgetary accounts to avoid exceeding budgetary limits.
- Interviews, screens and refers visitors, callers and walk in citizen inquiries; resolves questions from the public; provides information on services provided by the department.
- Prepares requisitions for services/equipment/materials for the department.
- Plans and coordinates meetings, conferences and special events.
- Keeps personnel abreast of department changes by updating departmental policies.
- Maintains, updates and develops schedules; coordinates appointments..

ASSOCIATED DUTIES:

Attend seminars and workshops related to administrative duties and responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



MINIMUM QUALIFICATIONS:

Education and/or Experience:

- a) Associates Degree in business, public administration, or related field from an accredited college or university.
- b) Five years of progressively responsible experience in a professional setting..
- c) Any equivalent combination of education and experience is acceptable.

Knowledge, Skills. and Abilities:

- a) Knowledge of standard policies, procedures, programs and services in an office setting.
- b) Knowledge of state laws, practices and procedures relating to municipal police departments.
- c) Knowledge of business English and math.
- d) Knowledge of modern office practices, equipment, methods and procedures.
- e) Skill in effectively communicating, both orally and in writing.
- f) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, business and community leaders.
- g) Skill in managing competing priorities on multiple projects.
- h) Skill in operation of listed tools and equipment.
- i) Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs.
- j) Ability to research and analyze detailed information, records and statistical data.
- k) Ability to prepare clear, concise and accurate documents.
- l) Ability to manage stressful situations.



SPECIAL REQUIREMENTS:

- Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality.
- Must be bondable by a surety company.
- Certification as a notary public must be obtained within sixty days of employment with the City.
- Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

TOOLS AND EQUIPMENT USED:

Typewriter, personal computer, including word processing, spreadsheet and data base software; 10-key calculator; telephone; copy machine; fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee sits in an office or computer room.
- The noise level in the work environment is usually quiet.



ADMINISTRATIVE:

Non - Exempt from the provisions of the Fair Labor Standards Act.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.