



**CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION**

**PUBLIC SAFETY EXECUTIVE
ASSISTANT**

FLSA Status: Non-Exempt
Bargaining Unit: Non-Bargaining
Salary Grade: PB1

CLASS SUMMARY:

The Public Safety Executive Assistant is the fourth level in a seven level Public Safety Non-Sworn Support Series. Incumbents are responsible for performing complex, confidential, sensitive and visible administrative support work related to budget preparation, accounts payable and receivable, personnel matters, and labor negotiations. Duties include preparing budgets, collecting and reporting budget data, timecard review, making travel and training arrangements, tracking grant-related expenditures, maintaining confidential files, costing labor agreements, participating in negotiation discussions with management, note-taking, and assisting department personnel and management.

The Public Safety Executive Assistant is distinguished from the Public Safety Clerk by its focus on confidential, budget and administrative support to management.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Provides administrative support to the department director and managers in performing duties of an advanced, complex, sensitive, and confidential nature; handles confidential and sensitive information, including grievances, collective bargaining; performance appraisals, disciplinary actions, and salary adjustments; maintains confidential files.
- Assists in the development of department and grant budgets, monitors expenditures, analyzes monthly financial reports to ensure adherence to approved budget, recommends appropriate funding for expenses, and makes adjustment recommendations based on regular evaluation of revenue and expenditure projections.
- Prepare monthly, quarterly and annual reports for management and interagency boards regarding budgetary status of Public Safety programs and activities.
- Assists with implementation of grants, reviews reimbursements and project expenditures to ensure conformance with grant requirements and reporting, providing necessary data and documentation to the grant administrator.
- Works with Finance, the Grants Specialist and management to develop revenue projections and financial forecasts for the budget process.
- Prepares reports, audits accounts and records, conducts research, and evaluates financial implications of contracts, fee structures and other proposals in the Public Safety Department.
- Participates in management meetings, takes notes, engages in labor negotiation discussions, and prepares and discusses proposal calculations with management.
- Schedules training and travel for department personnel, maintains training records, and reports training to DPSST.

- Processes accounts receivable and payable; researches and purchases supplies and equipment; reviews timecards for proper overtime coding; opens and distributes mail, .
- Tracks performance evaluations due and sends notices to supervisors, completes accurate data entry, takes meeting notes, maintains confidential department files, assists employees, and provides administrative support to management level personnel.
- Conducts various system queries related to an individual's background
- Safely operates a motor vehicle to attend off-site meetings, pick up supplies, and etcetera.
- Other duties of a similar nature or level as required.

Training and Experience (positions in this class require):

An Associate's Degree in a related field with an emphasis in accounting, finance or business administration, and three years of directly related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Valid Oregon Driver's License – Class C
- Oregon Law Enforcement Data System (LEDS) Certification within 60 days of appointment
- Typing Certificate – 40 words per minute with a minimum 95% accuracy

Knowledge (positions in this class require):

Knowledge of:

- Administrative support and modern secretarial principles and practices;
- Budget management and general accounting practices and principles;
- Accounting and related software programs;
- Personal computers and related software;
- Operation of office equipment (copier, scanner, printer, calculator, and etc.);
- Grant reporting procedures;
- English grammar, spelling, vocabulary, and punctuation;
- Public administration principles and practices; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Administrative business office functions and procedures;
- Research, analysis and problem-solving;
- Accurate arithmetic, financial and statistical computations;
- Providing professional and courteous customer service;
- Data entry;
- Budget analysis and support;
- Financial report preparation;
- Account reconciliation;
- Records maintenance;

- Understanding and carrying out complex oral and written directions;
- Advanced use of Microsoft Word, Excel and PowerPoint;
- Maintaining confidentiality of documents, materials and information; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Physical Requirements: Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, stooping, crouching, reaching, standing, walking, pushing, pulling, and lifting.

Light Work: Exerting up to 20 pounds of force occasionally and/or a up to 10 pounds of force frequently or frequently, and/or a negligible amount of force constantly to move objects. Light Work may involve the use of arm and/or leg controls requiring exertion of forces greater than that for Sedentary Work.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to travel and work overtime.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Must be able to pass a thorough Public Safety background investigation and drug screen.

Classification History:

Adopted by Council April 2, 2014, Resolution No. 14-6182