



City of Milford
Executive Assistant – Chief of Police
Pay Grade: 6

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Three (3) years' progressively responsible administrative support experience including budget preparation, grant management, payroll, information dissemination, record-keeping and extensive interaction with the general public. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background.

Minimum Education Requirements: High school diploma or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Direct Supervisor: Police Chief

Supervisory Responsibility: None

Primary Work Location: Office setting. Essential functions are regularly performed without exposure to adverse environmental conditions.

Physical Demands: Sedentary work which requires exerting up to 10 pounds of force. Requires the ability to exert light physical effort which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Job Summary: The Executive Assistant – Chief of Police provides primary or lead administrative support to the Chief of Police and Executive Staff Officers. This role involves performing diverse, responsible, and complex tasks with minimal supervision, requiring initiative, independent judgment, and a thorough understanding of Police Department policies, procedures, and operations. The position is responsible for ongoing tasks that are well-established and unlikely to change, even with personnel changes at the department head or administrative support levels.

The Executive Assistant – Chief of Police shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service.

Supervision Received: Work is performed under the general supervision of the Police Chief.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Chief of Police Administrative Support:** Performs advanced clerical and administrative support functions for the Chief of Police and staff officers, maintains the Chief's calendar, and screens all calls and visitors.
- **Department Administration:** Coordinates and manages the department's administrative and clerical functions by establishing proper workflow procedures, setting priorities, and providing technical assistance in handling citizen complaints and issues.
- **Payroll Management:** Monitors and compiles payroll timesheets for all sworn and civilian employees on a bi-weekly basis, ensuring that overtime, on-call, standby, special duty, holiday work, holiday pay, leave (sick and vacation) are posted daily and accounted for prior to payroll submission to the City Finance Department.
- **Grant Support:** Assists in the preparation and development of federal, state, and local grant proposals and oversees the submission and monitoring of all grant activities and reports.
- **Budget Administration:** Aids in preparing and monitoring the department's budget by compiling budgetary information from divisions, drafting budgets, entering data into the



City of Milford
Executive Assistant – Chief of Police
Pay Grade: 6

appropriate accounts, and generating reports for supervisory review; processes purchase requisitions for the Chief of Police's signature.

- **Customer & Complaint Response:** Receives and responds to citizen complaints, concerns, and inquiries by disseminating routine or confidential information, applying discretion and knowledge of departmental policies, or routing issues to the appropriate party for resolution and follow-up.
- **Policy & Procedure Management:** Manages and maintains all department policies and procedures through monthly reviews, implementing and posting changes, and preparing final drafts for approval by the Chief of Police.
- **Personnel Records Management:** Maintains department personnel records in the Computer Aided Dispatch (CAD) system.
- **Data Compilation & Reporting:** Prepares complex forms, listings, informational and statistical reports, and other documents by gathering and verifying data from multiple sources and formatting it accurately.
- **Office Equipment Oversight:** Maintains and schedules required maintenance for all office equipment (e.g., copiers, printers, phone systems) to ensure continuous operational functionality 24/7, 365 days a year.
- **Document Preparation:** Composes and types letters, forms, memoranda, and reports; manages copying, filing systems, and the sorting and distribution of mail.
- **Other Duties:** Performs related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment: An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Office equipment and machines, including personal computers.
- Windows and other Microsoft Office products (Word, Outlook, Access, Excel, and PowerPoint), ExecutTime, ADP payroll program
- Software used for related tasks.
- Windows and other Microsoft Office products (Word, Outlook, Access, Excel, and PowerPoint), City's time keeping system.

Skills

- Excellent verbal and written communication with other employees and the public.
- Some supervisory skills.
- Time management.
- Able to keep workload and tasks organized.
- Able to prioritize duties and task in proper manner.

Abilities

- Maintains the highest level of confidentiality and professionalism, while completing time-sensitive duties with dedication, detail, and accuracy.
- Maintains complex office records and to prepare reports from such records.
- Exercises independent judgment in accordance with established policies and practices.
- Interacts with public.
- Deals tactfully and courteously with the public and with fellow employees.
- Capable of performing duties without close supervision.



City of Milford
Executive Assistant - Chief of Police
Pay Grade: 6

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Chief of Police: _____

Employee: _____

Human Resources Director: _____