



Job Title:	Administrative Coordinator II	Department/Loc:	Police Department
FLSA Classification:	Exempt	Date Drafted:	February 11, 2026
Reports To:	Chief of Police	Grade:	111

Position Summary

The Executive Assistant to the Police Chief provides high-level administrative, operational, and confidential support to the Police Chief. This position serves as a key liaison between the Chief, command staff, employees, elected officials, external agencies, and the public. The Executive Assistant ensures efficient daily operations of the Office of the Chief by managing complex administrative functions, coordinating communications, maintaining sensitive records, and supporting departmental initiatives with professionalism, discretion, and accountability.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Executive & Administrative Support

- Provide direct administrative support to the Police Chief, including calendar management, scheduling meetings, and coordinating travel.
- Prepare, review, and edit correspondence, memoranda, reports, time sheets, presentations, and official documents.
- Manage incoming communications, prioritizing requests and responding on behalf of the Police Chief when appropriate.
- Maintain filing systems for confidential, legal, and personnel-related documents in compliance with records retention requirements.

Communication & Coordination

- Serve as a primary point of contact for the Office of the Police Chief.
- Coordinate meetings, briefings, ceremonies, and special events involving command staff, city leadership, and external partners.
- Prepare meeting agendas, assemble materials, record minutes, and track follow-up actions.
- Facilitate effective communication between divisions, command staff, and external agencies.

Confidential & Sensitive Matters

- Handle sensitive and confidential information with discretion, integrity, and professionalism.
- Assist with matters involving personnel issues, internal affairs coordination, legal inquiries, and executive-level decisions.
- Ensure compliance with applicable policies, procedures, and laws related to confidentiality and public records.

Operational & Project Support

- Assist with departmental projects, strategic initiatives, accreditation processes, and special assignments.
- Track deadlines, deliverables, and action items for executive-level projects.
- Assist with the department policies and procedures development, updates, and distribution.



Financial & Logistical Support

- Assist with budget preparation, tracking, and documentation as assigned.
- Process purchase requests, invoices, reimbursements, and travel-related documentation.
- Coordinate office logistics, supplies, and equipment for the Office of the Chief.

Records, Compliance & Reporting

- Maintain accurate records related to executive actions, directives, and departmental correspondence.
- Assist with public records requests, audits, and compliance reporting as directed.
- Ensure adherence to departmental policies, city regulations, and state/federal requirements.

Position Responsibilities- Non-Essential/Other

- Represent the Office of the Police Chief with professionalism at internal and external functions.
- Provide backup administrative support to command staff as needed.
- Perform other duties as assigned to support departmental operations.

Essential Skills and Experience

Knowledge

- Principles of office administration and executive support.
- Law enforcement organizational structure and operations (preferred).
- Records management, confidentiality requirements, and public records laws.
- Basic budgeting and financial tracking practices.

Skills

- Exceptional written and verbal communication skills.
- Strong organizational and time-management skills with attention to detail.
- Proficiency in the use of computers and common office software such as MS Outlook, MS Word, MS Excel, and law enforcement records management software.

Abilities

- Exercise sound judgment and discretion in handling sensitive matters.
- Work both independently with minimal supervision as well as the ability to work effectively with others
- Establish and maintain effective working relationships with diverse stakeholders.
- Maintain professionalism under pressure and during critical or sensitive situations.

Minimum Qualifications

- High school diploma or GED required, associate or bachelor's degree in business administration, public administration, or a related field preferred.
- Five (5) years of progressively responsible administrative experience, including executive-level support.
- Experience in a law enforcement, public safety, or government environment preferred.
- Valid driver's license

Preferred Qualifications

- Experience supporting senior leadership in a law enforcement or public safety agency.
- Familiarity with accreditation standards (e.g., CALEA) and policy management.
- Advanced proficiency in document management and reporting systems.



Special Requirements

- Must successfully pass a background investigation.
- Must maintain confidentiality and comply with all departmental policies and ethical standards

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|--------------|
| • Sit | Frequently | • Reach Above Shoulder | Occasionally |
| • Walk | Frequently | • Climb | N/A |
| • Stand | Frequently | • Crawl | N/A |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|--------------|-----------------|-----|
| • 10 pounds or less | Frequently | • 51-100 pounds | N/A |
| • 11-20 pounds | Frequently | • >100 pounds | N/A |
| • 21-50 pounds | Occasionally | | |

Pushing and Pulling Requirements

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|---------------------|--------------|---------------------|-----|
| • 12 pounds or less | Occasionally | • 41 to 100 pounds | N/A |
| • 13 to 25 pounds | Occasionally | • > than 100 pounds | N/A |
| • 26 to 40 pounds | N/A | | |

Definitions

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|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation |
| • <i>O</i> | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • <i>F</i> | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i> | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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