

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Executive Assistant to the Chief of Police
<b>Job Code</b>	2008
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	109

### GENERAL POSITION SUMMARY

Writes and monitors county, state, and federal grants. Provides administrative support for the Police department. Provides crime statistics for departmental staff. Monitors record retention for police files, destruction notices, and yearly ticket audits. Completes mandatory annual state, federal and local reports for compliance review and annual audit. This position requires a high level of confidentiality.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provides administrative support to the Police Chief's Office. Prepares various types of correspondence, reports and other documents. Answers phone calls, receives visitors and responds to inquiries.
- Works closely with the Chief of Police to compile the annual budget; monitors and tracks expenses of grants.
- Enters purchase order and check requests into MUNIS; maintains and tracks purchase order information for grants.
- Makes conference, hotel, and airplane reservations for as needed.
- Completes annual Juvenile Detention Logs for compliance review and annual audit.
- Completes Annual Victims' Rights report for compliance review and annual audit.
- Creates and classifies police reports, including report requests.
- Compiles data for monthly police report for the mayor and commissioners monthly meeting.
- Tracks and verifies department statistics quarterly.
- Compiles summary data on activities for monthly reports.
- Aids with seasonal and full-time hiring events including in-house promotional processes.
- Administers tests, scoring tests, keeping records of all participants and their progress through the hiring process.
- Assists in maintaining employee timesheets for payroll.
- Responds to insurance requests.

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- Attends grant meetings and other meetings as required.
- Acts as Designated State Records Officer for police department.
- Monitors retention schedules for police and dispatch records; prepares records for destruction as needed.
- Provides information requested via FOIA requests.
- Notarizes all traffic citations and court papers in person and through DELJIS.
- Completes yearly compliance reports for DEA, Council on Police Training, Police Pension Fund, and DE State Police (SBI).
- Prepares police report for Mayor and Commissioners' monthly meeting.
- Performs related work as required, including cross training with other administrative staff to the Chief of Police.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Associate's degree or two (2) years of formal training beyond high school
- At least three (3) to five (5) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

- Possession of a standard driver license

### OTHER JOB REQUIREMENTS

- Delaware Notary Public or the ability to obtain within 60 days of hire date.
- The ability to work some weekends.

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Legal terminology and court procedures
- State purchasing procedures
- MUNIS software
- City policy and procedures

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- City hiring process
- Grant administration
- Excel
- Power Point

#### **Skill in:**

- Performing a variety of duties, often changing from one task to another of a different nature
- Verbal and written communication
- Data entry and filing
- Modern office systems and procedures
- Problem solving
- Planning and organization
- Time management

#### **Ability to:**

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Maintain confidentiality
- Pay attention to detail
- Assume responsibility for daily operation of assigned area
- Apply math principles

#### **WORK ENVIRONMENT/CONDITIONS**

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

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Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds		X	
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises ( <i>85+ decibels</i> )	X		

**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.*

The position is generally *sedentary*. Employees sit most of the time but may walk or stand for brief periods of time.

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