



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Office Manager	LAST UPDATED:	April 17, 2014
DEPARTMENT:	Police Department	JOB CLASS:	
REPORTS TO:	Police Chief	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Police Chief, the Office Manager coordinates administrative projects and tasks, coordinates departmental expenditures; and manages and the purchasing process for State and Federal Grants and contracts. Assistant Police Chief in monitoring all budgets for expenditures and makes recommendations. Assists department staff with their purchasing needs regarding payment, training registration, etc. Supervises assigned staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Funding requests, annual expenditures

Essential Job Functions:

- Monitors the Police Department budget expenditures in MUNIS which includes Fleet, CIP, training classes, grant expenditures, and makes recommendations regarding updates and budget transfers.
- Reviews budget transfers and updates to ensure transactions are accurate and complete.
- Responsible for processing MUNIS entries for department purchasing and budget transfers and for obtaining proper quotes for purchasing department equipment and services.
- Reviews and prepares payments for contracted services, tracks payments against contracts services and services provided.
- Coordinates expenditures for all active grants. Creates Purchase Orders and tracks all shipping and receiving and payment processing.
- Reviews Financial Status Reports for overages on grants and assists in the purchasing decision to spend salary overages for Grants.
- Coordinates expenditures for Fleet vehicles. Creates Purchase Orders and tracks all shipping and receiving for Fleet Vehicle build-outs for payment processing.
- Coordinates all department purchasing efforts which may include assistance in obtaining quotes, entering all requisitions into MUNIS, releasing Purchase Orders, completing Release Orders.
- Assists staff with Police Department personnel registration for training courses and tracks purchase orders, releases and receipts after training is complete.
- Tracks department travel payment requests and receipts. Coordinates payments and check requests with Finance Department.
- Assists in hiring decisions regarding assigned staff; provides or coordinates administrative training.
- Evaluates supervised staff and prepares performance reviews; counsels subordinates regarding disciplinary and other problems, prepares appropriate documentation; recommends disciplinary action up to and including termination.
- Coordinates the processing of employee performance evaluations, Performance Improvement Plans and paperwork needing to be submitted to Human Resources.
- Registers TCOLE certifications and licenses online.
- Works with other divisions on special projects and research requests when needed.
- Assists the Police Chief with researching, developing and formulating the annual department budget for the Police Department.
- Tracks and prepares payment requests for Police Department annual contracts and special projects.

- Establishes and maintains systems and procedures for records management and storage, coordinates with the City Secretary regarding record retention, filing systems, protection and security of files and records and transfer/disposal according to retention schedules. Serves as liaison for the Financial Services Department.
- Assists Police Chief in coordinating and preparing reports, agenda items and materials for council meetings and other meetings as assigned.
- Create City Council and City Board agenda items into SIRE.
- Performs administrative tasks such as assisting Police department staff by investigating and resolving problems and/or complaints, training employees on departmental issues, etc.
- Manages monthly purchases of department supplies and other provisions for the office.

Other Important Duties:

- May travel to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of City policies and procedures.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions and present data and other information in a clear and logical manner.
- Ability to handle a wide variety of tasks and projects with minimal supervision and direction.
- Ability to handle confidential information in a responsible manner.
- Skill in resolving customer complaints and concerns.
- Proficiency in the use of computers and computer related software.
- Ability to review grant and contract documentation for discrepancies and conformance to standards.
- Ability to track funding and expenditures of contract.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions and present data and other information in a clear and logical manner.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree plus (2) two years' progressively responsible administrative experience or equivalent combination of education and experience.
- Must be a Notary Public.
- Must pass pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Drivers License

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extended periods of standing or sitting.
- May be subject to bending, reaching, kneeling and lifting such as when retrieving files, records and reports and setting up audio visual equipment

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, scanner, and other standard office equipment.

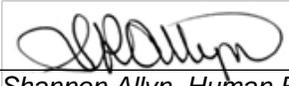
Approved By:

Signed by John Bruce, Police Chief

John Bruce, Police Chief

05/08/2014

Date



Shannon Allyn, Human Resources Generalist

05/08/2014

Date