



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
EXECUTIVE AIDE TO THE CHIEF OF POLICE

Classification Specification
(Classified)

JOB SUMMARY

The Executive Aide to the Chief of Police reports directly to the Chief of Police or his/her designee. The Executive Aide to the Chief of Police is an integral member of the Chief's Office and required to produce professional staff work in administrative areas including: project analysis and implementation; budgeting; payroll administration; grant administration; internal and external correspondence; serve as liaison to consultants, vendors, representatives, etc., on behalf of the Chief of Police; produce written staff reports; other specific tasks as directed or required. The Executive Aide will also support the Executive Assistant to the Chief of Police and be capable of fulfilling key duties of that position on a temporary basis as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Executive Aide to the Chief of Police will be responsible for the following:

1. Optimally represent the Office of the Chief of Police through character and conduct.
2. Process confidential and sensitive information; maintain employee master-files and personnel records.
3. Compose correspondence, memorandums, and reports, independently or as directed.
4. Prepare charts, graphs, tables and other written products.
5. Communicate clearly and concisely using proper English language, both orally and in writing.
6. Maintain office equipment in proper working condition.
7. (Through the auspice of the Executive Assistant to the Chief of Police) Manage the Chief of Police's calendar, make appointments, schedule meetings, and affect travel and / or conference arrangements.
8. Process bills for payments and purchase requisitions.
9. Order and maintain necessary Office or Departmental supplies.
10. Process and route mail and or correspondence.
11. Develop and maintain cooperative working relationships with the general public, internal and external employee staff, and outside professional organizations.
12. Perform other duties as necessary and required.
13. Maintain payroll related employee leave records such as sick, vacation, or compensatory time.
14. Intake, compile and input into applicable forms or financial system(s) employee payroll data (such as hours worked) from timesheets and other records.
15. Review timesheet claims by employees to ensure conformance with appropriate contracts, administrative policies and regulations, and ethical submissions.
16. Answer payroll related questions from Police Department personnel.
17. Liaison with Finance Department staff in the procedural submissions of timesheet records and

payroll completion, as well as any other inter-related issues.

MINIMUM QUALIFICATIONS

Education, Training & Experience

Graduation from an accredited four (4) year college with a Bachelor's Degree in Public Administration, Criminal Justice, Business Management or related field is **Highly Desired**; additional qualifying work experience may be substituted for the required education on a year-for-year basis

Two (2) years of full-time experience at a professional-level position, preferably within a law enforcement agency; performing tasks specifically related to this position, while successfully demonstrating both independent judgment and high degrees of confidentiality and trust.

Successfully pass a personal background screening.

License; Certification; Special Requirements

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

QUALIFICATIONS

In addition to the minimum requirements, the ideal candidate will possess:

1. Ability to perform required duties and responsibilities while maintaining confidential and privileged status information and data
2. Working knowledge in the operation of modern office equipment
3. Knowledge and proper usage of the English language
4. Working knowledge and ability to proficiently use various computer software programs relevant to the Police Department and the Finance Department
5. Knowledge of methods and techniques in quality customer service
6. Knowledge of basic principles, and practices & procedures involved in the preparation and processing of payroll records
7. Ability to maintain accurate and detailed records
8. Ability to perform basic arithmetic computations
9. Ability to perform complex clerical work, involving independent judgment and requiring accuracy and speed
10. Ability to make minor decisions in accordance with the laws, ordinances and departmental policies and procedures
11. Ability to communicate effectively and concisely, both verbally and in writing
12. Ability to deal tactfully and courteously, and to both establish and maintain cooperative working relations with the general public and city staff
13. Ability to follow written and oral instructions
14. Ability to interpret and then apply instructions, policies, directions and guidelines

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to sit for up to three (3) hours, talk, hear, stoop, and walk; drive to specific locations; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.