



## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION:**

Administrative Assistant/ Dispatch Supervisor with the Department of Public Safety (*Department*)

### **POSITION LOCATION:**

The Administrative Assistant/ Dispatch Supervisor position is based in Saint Paul Island, Alaska.

### **POSITION CLASSIFICATION AND HOURS:**

Exempt, Contractual, Full-Time, Hours May Vary.

### **JOB SUMMARY:**

The Administrative Assistant/ Dispatch Supervisor provides general administrative support to the Department. Duties focus primarily on filing, document preparation, answering phone, and data entry.

This position works under the direct supervision of the Director of Public Safety but may take function direction from a Police Sergeant or Corporal. This position will establish and maintain records pertaining to the Department. This is considered an intermediate level position where work is performed according to established procedures, with little variance from these procedures required.

The position involves extensive contact with Department employees and the public, other departments, and other entities on Saint Paul Island. Contact requires the exercise of diplomacy.

### **ESSENTIAL JOB FUNCTIONS:**

The Administrative Assistant/ Dispatch Supervisor position is responsible for:

1. Answering calls for service, routes calls to the appropriate person or provide information to the public regarding types and locations of available services and programs.
2. Greeting visitors the Department and direct them to the appropriate person or provides information regarding types and locations of available City services and programs.
3. Facilitating the day-to-day activities of the Department's Administrative Office, with frequent interaction with all City organizational levels, the public, other law enforcement agencies, vendors, and others both in person and via the phone.
4. Following up on correspondence, calls and related items as directed.
5. Coordinating information flow for the Director of Public Safety and Staff, including taking and responding to phone calls, reviewing, and responding to incoming mail and emails, and referring to appropriate parties for response or action when needed.
6. Prioritizing, organizing, and delegating a variety of administrative tasks; municipal procedures, practices and policies; and general office procedures including maintaining complex and confidential records and files, collecting and distributing mail for the Department, providing information on Departmental policies and procedures to the public, coding and processing invoices, purchasing office and operating supplies.
7. Assisting with scheduling of appointments, interviews and conferences.
8. Assisting with filing, photocopying, and faxing.
9. Maintaining required logs as directed.
10. Plan, prioritize, assign, supervise, and review the work of emergency dispatchers.
11. Entering new Officers and Dispatchers in the RMS System.
12. Receiving and distributes subpoenas for all Officers.
13. Completing and reviewing timesheets for Dispatchers on a bi-weekly basis as well as leave requests.



14. Ensuring the maintenance, security, safety, cleanliness and upkeep of office areas.
15. Performs other activities as required or as directed by the Director of Public Safety or designee.

**QUALIFICATIONS:**

1. Must be at least twenty-one (21) years of age.
2. High school diploma or GED.
3. **Must possess a valid Alaska Driver's License. Must have a clean driving record.**
4. Must be a team player.
5. Must be able to communicate effectively, orally and in writing.
6. Ability to adapt to varying work sites and tasks.
7. Ability to perform simple mathematical calculations.
8. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
9. Use computer and related software applications.
10. ICS 100, 200, 700 and 800.
11. First Aid/CPR.
12. Must be able to pass testing and maintain CJIS clearance through the State of Alaska.
13. Ability to create and maintain moderately complex records; enter data; access, retrieve, compile, and analyze information; sort, separate, arrange, file and distribute various reports, files, and materials; and operate basic office equipment including a personal computer, printer, telephone, and copier.
14. Ability to read, understand and interpret manuals, laws, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, and guidelines.
15. Maintains and handles confidential and sensitive issues requiring a high degree of discretion, diplomacy, and tact and within the parameters of law enforcement ethics.
16. Works independently and in a collaborative manner to accomplish the mission of the Department.
17. Minimum of two (2) years of secretary, an administrative assistant or other clerical position experience.
18. Minimum of two (2) years supervisory experience.
19. Must submit to a criminal and financial background check and be free of any disqualifying convictions or activities.
20. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
21. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.
22. Other combinations of education and experience that could provide the competencies, knowledge, skills and abilities listed

**WAGE AND BENEFITS:**

The salary for this position ranges from \$74,900.80 to 97,364.80 per year, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact [hr@stpaulak.com](mailto:hr@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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