



CITY OF BURLINGTON, VERMONT
invites applications for the position of:

Temporary Executive Assistant to the Chief of Police

SALARY: \$22.67 - \$25.26 Hourly

OPENING DATE: 01/03/20

CLOSING DATE: 01/17/20 11:59 PM

FLSA: Non-Exempt

UNION: Not Applicable

GRADE: N/A

POSITION STATUS: Temporary

GENERAL PURPOSE:

This position is responsible for coordinating administrative support to the Chief of Police and Command staff of the Burlington Police Department.

ESSENTIAL JOB FUNCTIONS:

- Provide administrative support for Board meetings, and other public boards, committees and events. This support includes, but is not limited to, compile and prepare agendas; schedule meetings and meeting space; warn meetings; record, transcribe and distribute minutes; assure follow-through to meeting issues; maintain records and files; assist in developing and disseminating outreach materials, publicity and signage plans; facilitate communication with other City Departments.
- Maintain schedules/calendars, make appointments, answer telephone, screen calls, refer calls, take messages or handle and coordinate meetings for Department Head.
- Open, review and prioritize mail. Prepare and post outgoing mail.
- Perform administrative duties in support of the department functions; including direct responsibility for the productions of the Department annual budget and sections of the Department annual audit to include State and Federal grants.
- Maintain Office files and filing system.
- Schedule supervisor's appointments, employing discretion in committing time, or refer callers to appropriate source of information or service.
- Maintain confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorize parties, attorneys or the press.
- Act as liaison between supervisor and staff including public and media local, state and federal offices.
- Answer questions relating to researching information and relaying explanations of laws, policies, and procedures; refer matters requiring policy decisions.
- Compile information for narrative, fiscal and statistical reports, determine appropriate report format. May contact officials, City employees or other agencies to secure data.
- Type a variety of correspondence, memos, self-composed letters, minutes, reports, agenda and legal documents. Assemble materials and coordinate office functions to meet deadlines.
- Coordinate time, location and participant arrangements for meetings; arrange travel and accommodations as required.
- Respond to public requests for information, resolve complaints, inaccuracies in documentation, or other situations requiring diplomacy and tact.
- Maintain and update Burlington Police Department Website and Intranet sites
- Send correspondence to Department members and the public via number of electronic and Internet means.
- Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Completion of Bachelor's Degree and two years experience preferred; or an Associate's Degree and three years experience; or a high school diploma or equivalent and five years experience in an office environment as an Executive Administrator required.
- Demonstrated knowledge of departmental policies, procedures and legal requirements preferred.
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Ability to research records pertaining to City Council and other documents related to City business.
- Demonstrated advanced working knowledge of multiple software office products, including Microsoft word and excel, access, Power point and specifically Dreamweaver preferred.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Must be able to work in a team environment, while also being self-directed.
- Must adapt to changing job duties and be able to multi-task.
- Must be able to assume administrative responsibility and carry out tasks with minimal instruction.
- Must be able to plan, organize and coordinate workload.
- Must display excellent verbal and written communication skills.
- Must interact well with the public.
- Must be able to work evenings, weekends, special events, and holidays as required.
- Upon conditional offer of employment, candidate must successfully complete a background check.

ADDITIONAL INFORMATION:

THE CITY

Burlington is ranked among the top cities to live in America by many measures. It is renowned for being a small but genuinely urban city with immediate access to water, mountains and all-season sports and cultural opportunities. It continues to distinguish itself as one of the premiere places in the city to live and work:

- One of the ten best places [to live now](#).
- Second best city in the nation to live in [according to Kiplinger's](#)
- [First American city](#) to use all-renewable sources for electricity
- [World-recognized](#) sustainability.
- The [best beer city](#) in the USA.
- [#2 farmer's](#) market in the nation
- [Happiest](#) small city in the nation.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

Applications for this position are only accepted on-line at <https://www.governmentjobs.com/careers/burlingtonvt>

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE

AmeriCorps, Peace Corps and National Service alumni are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.burlingtonvt.gov/jobs>

Position #1086-17-001 BDP TEMP/1.3.2020
TEMPORARY EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE
NA

200 Church Street, Suite 102
Burlington, VT 05401
802-540-2505

jobs@burlingtonvt.gov

Temporary Executive Assistant to the Chief of Police Supplemental Questionnaire

* 1. What is your highest level of education?

- Master's Degree
- Bachelor's Degree
- Associate's Degree
- Some College
- High School

* 2. How many years of experience do you have in an office environment as an Executive Administrator?

- Less than 2 years
- 2 years
- 3 to 4 years
- 5 or more years

* Required Question