

University of Houston – Clear Lake

Position Description

Job Title: **Assistant to the Chief of Police**

Job Code: **5220**

Pay Grade: **150**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma.	Some college preferred.
Experience	Five to seven years experience in Academic/Administrative.	University experience desirable.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Serves as executive secretary, including staff support, coordination of calendar and travel schedule, review and screening of mail related to calendar items, and drafting of routine correspondence related to events and calendar items. Returns routine phone calls and requests for appointments. Develops, organizes and prioritizes information in preparation for meetings, special projects and reports. Coordinates communication and information releases between command staff and line. Maintains official copies of all agency directives and documents required by directives or accreditation process. Assists the Office of Professional Standards in developing and updating accreditation proof files, as well as internal affairs documentation. Maintains budget ledgers and works with Chief of Police, Assistant Director of Police Support Services and Senior Business Coordinator (General Accounting) to assure prudent and responsible management of police department budget. Maintains reports as required by state and federal statute to include UCR, Clery, Racial Profiling, and background check requirements. Creates and produces special presentations and information such as agendas, packets, overheads; coordinates completion of routine and special projects as assigned, and compiles various types of data as needed. Uses discretion and maintains confidentiality. Performs other duties as assigned.

Duties and responsibilities	% Time
Provides executive staff support. Drafts internal and external correspondences related to meetings and events. Prepares and gathers information for use in discussions and meetings with internal and external constituents.	20
Provides bookkeeping and budget support to the Chief of Police.	20
Responsible for coordinating the calendar of the Chief of Police, including appointments with internal and external constituents including staff, university administrators, alumni, students, and community leaders. Coordinate travel arrangements, both domestic and international. Screens telephone calls for the president and prioritizes calendar event mail.	15
Supports Office of Professional Standards in maintaining confidential internal affairs and personnel files. Provides support in carrying out responsibilities and performs other duties as needed and/or requested.	15
Maintains and updates documentation of compliance with accreditation standards.	10
Initiates special projects as needs arise and is accountable for project completion. Employs independent judgement in determining the means for completing a project. Projects may include	10

agency procedures, forms and services.	
Creates briefing sheets and prepares Chief of Police and command staff for meeting events.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.

Testing Requirements: Microsoft Word, Excel, PowerPoint, Access and PageMaker.