



Administrative & Public Records Manager

Position Description

Revised August 17, 2023

Position Title: Administrative & Public Records Manager

FLSA Status:

Reports to: Chief of Police

Department: City of Bexley

Civil Service Status:

Overtime Eligibility: Eligible

Position Summary

Oversees a variety of day to day administrative functions for the Chief of Police. Handles records management for the City. Supervises the administrative personnel within the Police Department. Observes, identifies, and has the ability to task any other duties within scope of practice to help drive the Vision, fulfill the Mission, and abide by the City's Values.

Essential Duties and Responsibilities

Police Department Administrative Management:

Assists with a variety of administrative functions for the Police Department; may make administrative decisions in the absence of the Chief of Police. Prepares correspondence, records, reports and forms; helps to craft ordinances, resolutions, policy, agendas, and other related materials. Takes complete and accurate notes during meetings, transcribes the notes into minutes, correspondence, memoranda, etc.; prepares training room prior to assigned meetings. Receives, screens and routes telephone calls and visitors.

Develops, reviews, and improves administrative systems, policies, and procedures. Prepares and maintains records and reports (e.g. contracts, MOUs, requisitions, personnel files etc.). Handles materials of sensitive and confidential nature.

Supervises staff: Recruits and trains administrative personnel and allocates responsibilities. Evaluates employees and takes corrective action when necessary. Recommends and implements on-going professional development. Audits work.

Manages operating and capital budget: Monitors spending to ensure expenditures do not exceed appropriations. Meets with supervisors and staff to review operating budget projections, discuss assumptions, the range of possible deviations, and the impact on year-end balances. Identifies potential problem areas and keep the department head informed of concerns. Reviews and refines submissions, makes recommendations of funding for on-going operating needs, setting limits where appropriate, reading and evaluating justifications and making recommendations to the department head for inclusion in the budget. Prepares budget related documents and meets with the department head to prepare for

various budget meetings with other staff as needed. These include current year expenditure projections and completion of the requisite forms for expenditures for the upcoming year's budget. Identifies potential funding sources (current year projected surplus, asset forfeiture funds, equipment financing, etc. for equipment and other new needs identified by commands and supported by the Chief of Police. Prepares the Chief of Police for Council hearings on the upcoming year's budget, pending legislation, and the current fiscal status of the Department.

Oversees the grant writing, submission and reporting functions: Ensures that matching funds are available, if required. Reviews and approves quarterly grant financial and programmatic reports and ensures that reporting deadlines are met. Meets with Department grant project leads to discuss the pace of spending and concerns identified in the reports. Works with grantor agencies (and city agencies as appropriate) to resolve conflicts and clarify gray areas to ensure the applicable Department remains in compliance with all grant requirements including expenditure timing, reporting and recordkeeping. Ensures records and documentations are in order and available for inspection.

Human Resources (HR): Serves as the liaison between Police and HR for new hire onboarding, training compliance, personnel files, FMLA, BWC, etc. Possesses the ability to be discrete in compliance with HIPAA, Ohio Revised Code, Collective Bargaining Units, and other laws.

Has the ability to develop and maintain effective working relationships with supervisor, associates and general public; communicates effectively.

City of Bexley Records Management:

Serves as the custodian of records for the City and ensures files are kept secure. Attends Records Commission Meetings. Prepares and presents RC-2 and RC-3 forms as needed. Oversees proper storage and destruction of records according to schedules. Handles complex public records requests. Organizes Ohio public records training for city employees and elected officials to ensure compliance with Ohio records law.

Supervisory Responsibilities

This position oversees administrative personnel in the Police Department.

Education and/or Experience

Minimum requirement of a High school diploma or General Education Degree (GED), relevant professional experience.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Superb ability to craft routine communications and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a limited number of distinct tasks and functions in standardized situations. Superb ability to exercise independent problem-solving and process innovation.

Computer Skills

To perform this job successfully, an individual should have a strong working knowledge and/or demonstrated ability to quickly adapt to software and cloud platforms such as Microsoft Office; Google Drive/Docs; web CMS platforms. Adaptability to new technical platforms is required.

Certificates, Licenses, Registrations

Must have, or be willing to acquire, notary commission.
LEADS certification

Other Skills and Abilities

Must have excellent written and verbal language skills.
Must be able to prepare and maintain accurate documentation.
Must be able to develop and maintain positive and pleasant working relationships with co-workers, members of other City departments and the general public.
Must be able to work occasional evening and weekend hours.
Must be able to organize and perform multiple responsibilities, sometimes simultaneously, in an accurate, efficient, and responsive manner.
Must be able to adapt to unexpected changes in assignments or deadlines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, and talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet, but can at times be hectic and loud.