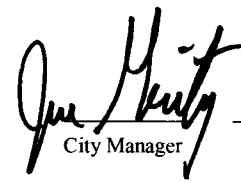


City of Fernandina Beach
Job Description

 8.12.15
City Manager Date

Title: **Administrative Coordinator**
Department: Police
FLSA Status: Exempt
Reports to: Chief of Police
Pay Grade: 130

Minimum Qualifications

- A. Education and Experience:
Must possess high school diploma or GED. Associate's degree in Business Administration preferred. Five (5) years of work experience in an office environment required. Proficiency in Microsoft Office Suite required. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
Valid Florida ID or driver's license required.
- C. Knowledge, Abilities, Skills:
Must have a high level of interpersonal skills and ability to handle sensitive/confidential information and situations. Must possess excellent oral and written communication skills. Must have knowledge of records management, storage and retention. Must have knowledge of standard office practices, procedures, equipment, and office assistance techniques.


General Description

This is an advanced administrative position coordinating administrative functions and providing complex administrative support with minimal direction. This is a highly sensitive position that operates within numerous levels of security.

Essential Functions

1. Responsible for administrative duties to include assisting with budgetary preparation, special assignments, supervising office staff, exercising judgement and discretion in interpreting and applying rules, regulations and policies.
2. Coordinates the hiring of full-time and part-time law enforcement officers, ensuring compliance with FDLE Standards. Utilizes the FDLE ATMS data base to apply for Law Enforcement Certification, manages Law Enforcement Officer Certifications to include hiring, terminations, mandatory retraining and Salary Incentive. Coordinates Florida Law Enforcement Instructor Certification, ensuring compliance with FDLE Standards. Utilizes the FDLE ATMS data base to apply for Instructor Certifications and Recertifications.
3. Submits Sharing Requests through the Department of Justice's eShare Portal for equitable sharing of federal seizures and forfeitures; prepares and electronically submits the Annual Certification Report to the Department of Justice.

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4. Maintains Mutual Aid Agreements with Federal, State, Regional, and County agencies.
5. Prepares departmental payroll, ensuring contractual standards are met and submits to Finance. Prepares Payroll Action forms for salary changes, etc. Maintains attendance records. Projects annual salaries and benefits for School Resource Officers and submits hours to Finance monthly for invoicing the School Board. Prepares quarterly report of DEA Task Force overtime hours and submits to DEA. Submits annual law enforcement agency employee counts to FDLE.
6. Coordinates and processes Public Records Requests, ensuring compliance with Florida Public Records Act.
7. Liaison between the Police Department, State Attorney's Office, Public Defender's Office, Department of Motor Vehicles, etc. concerning scheduling and serving of subpoenas to officers.
8. Performs fiscal functions to include preparing the annual Highway Usage Report. Verifies daily transactions to include receiving money from parking citations, reports, fingerprinting, seizures, unclaimed property, etc. and deposits in the General Fund. Receives and records contributions for the Fernandina Beach Police Foundation, Inc. Makes travel arrangements and prepares expenditure reports. Performs quarterly audits of investigative funds in accordance with policy and accreditation standards.
9. Prepares agenda items, proclamations and resolutions for Commission approval.
10. Prepares reports, researches records, and maintains records and central files. Maintains employee files according to FDLE Standards. Provides documentation to Accreditation Manager and ensures that applicable standards are met.
11. Requests, updates, and maintains confidential tags for covert vehicles through the Department of Motor Vehicles.
12. Performs various administrative duties such as filing, copying, typing, scheduling appointments, inputting data into and retrieving data from the New World System. Registers officers in schools. Coordinates reporting of accidents/injuries of employees.
13. Coordinates usage of the Community/Training Room.
14. Complies with OSHA Safety and Health rules.
15. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, sitting, walking, standing, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment.

Key Competencies: Integrity, Analysis, Judgment, Attention to Detail, Interpersonal skills, Communication (oral and written)