



CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY,
MA 01960

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JOB POSTING
PEABODY POLICE DEPARTMENT
CONFIDENTIAL EXECUTIVE ASSISTANT TO THE
CHIEF

Location: Police Dept., 6 Allen Lane
Hours of Work: 40 hrs. per wk., Mon. thru Friday.
Annual Pay: Depending on education and experience; min. \$49,000 to max. of \$54,672

Overview of Position: (Full job description is available at the HR Dept., City Hall)

Under the direct supervision of the Chief of Police, the Executive Assistant is a person with experience in planning and office management, budget development and preparation, bookkeeping and executive secretarial skills. He/she must have at least five years related experience in most or all of the above regimens. He/she is responsible for and assists in, the development, implementation and maintenance of the budget process; maintains confidential department files and employee records, expense procedures, and understanding of compliance obligations with collective bargaining agreements. Will prepare files and maintain legal records and criminal investigations; day to day supervision of civilian clerical staff; and provide planning and administrative support to the Chief of Police by using independent judgment, tact, discretion and confidentiality in carrying out duties; always keeping in mind that all acts performed are in the name of the Chief of Police.

Qualifications:

Education: Associate's Degree in office management, accounting or business administration; BS/BA strongly preferred.

Experience: Five (5) years of similar work experience. Demonstrated work experience in dealing with the public is preferred and experience in a position with responsibility for oversight of the work of others.

An equivalent combination of relevant education and experience will be considered.

Knowledge: Knowledge and demonstrated effective use of modern technology in the office environment; ability to prepare and use spreadsheets and data bases. Requires strong basic math and algebraic ability.

Knowledge of record keeping; experience in maintenance of accurate records/files. Working knowledge of the concepts in public safety and awareness of public policy and procedures and the institutions relevant to the department's field of interest.

Ability: Fully capable of performing the departments financial functions with current software and systems; fully computer literate and capable of evaluating effectiveness of programs used and able to recommend enhancements.

Able to maintain the strict level of confidentiality required in all Police Dept. matters.

Able to work independently, complete assigned tasks according to a prescribed time schedule. Requires the exercise of judgment and initiative, with care and caution for situations not clearly defined by precedent or established procedures. Thoroughness in all actions is an important asset in this position; willingness to ask questions and not hesitate to inquire in pursuit of complete information. Errors could result in delay and confusion and also cause adverse public and employee relations.

Able to deal tactfully and in an effective manner with Police Dept. employees, the general public, other City departments, other agencies of government and vendors.

Able to work effectively under time constraints to meet deadlines. Ability to prioritize appropriately.

Must have good vision for reading the information-based data and the system entries, the generated reports and written exemption requests. Must have good hearing due to the volume of contacts by phone and in the office.

Able to direct and oversee the work of others

Apply on or before 1/25/16. To apply a qualified applicant will find a City employment application form available on the City of Peabody website or one can be obtained at the Human Resource office at City Hall; or send a resume and cover letter to Director of HR, Peabody City Hall, 24 Lowell Street, Peabody, MA 01960; may e-mail material to ctrombley@peabody-ma.gov; or fax 978-538-5982. The City is an EOE