



## AGENDA ITEM #10.3.B

# REPORT TO CITY COUNCIL

**Report Prepared by: Nancy Malecha**

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**Date:** November 1, 2016

**Subject:** Revised Job Descriptions

**Report:** Attached please find job description revisions for the following job titles. Additions are noted in red and deletions are noted as strikethroughs.

- Public Works Supervisor
- Police Chief
- Police Sergeant
- Police Officer – full-time
- Police Officer – part-time
- Office Manager

The Personnel Committee, at their meeting held on October 24<sup>th</sup>, recommends approval of these job description revisions and further recommends the job points for the Office Manager position be increased from 195 to 203

points due to the added grant writing duties. The increased job points equate to 100% of the Office & Admin Specialist Principal job class in the State Job Match Job Evaluation System. The pay increase will equate to approximately 30¢ per hour and will become effective on 1-1-17.

**Council Action Requested:** Council motion approving the job description revisions for Public Works Supervisor, Police Chief, Police Sergeant, Police Officer, and Office Manager with an increase in job points to 203 for the Office Manager position effective 1-1-17.

## City of Pequot Lakes Job Description

<b><u>Job Title:</u></b>	<b>Public Works Supervisor</b>
<b><u>Department:</u></b>	<b>Public Works</b>
<b><u>Supervisor:</u></b>	<b>City Administrator/Clerk City Council</b>
<b><u>Positions Supervised:</u></b>	<b>Maintenance Workers, Water/Wastewater Operator</b>

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### **Position Summary:**

To preserve the physical integrity of the City's transportation system of streets, alleys, sidewalks, storm sewer, municipal parking lots, parks, cemeteries, buildings, water/wastewater systems and all city owned properties through active participation, supervision, and leadership of Public Works Department personnel. Work is performed in both inside and outside environments under sometimes adverse conditions.

### **Job Duties:**

1. Provides daily direction and coordination for the maintenance and operation of the transportation system, parks, cemeteries, and city buildings and water/wastewater systems
  - A. Coordinates the procurement of division materials, equipment, and services.
  - B. Establishes work priorities and schedules improvements for division employees.
  - C. Takes prompt action in directing emergency repairs.
  - D. Coordinates snow and ice control activities.
  - E. May work nights and weekends as necessary.
  - F. Assists with operation of Public Works Departments.
  - G. Supervises the operation and maintenance of all the components of the water/wastewater treatment system.
  - H. Supervises preventative maintenance programs for all sewer ponds, lift stations, sewer lines, City's wells, pumps, control panels, waterlines, machinery and equipment.
  - I. Inspects the installation of service connections for city sanitary sewer and municipal water.
  - J. Schedules the maintenance of streets including seal coating, crack sealing, patching, sweeping, plowing, and sanding.

2. Performs management activities and personnel functions
  - A. Recommends to the **City Administrator/Clerk and** City Council the hiring, firing, and promoting of all public works personnel.
  - B. Involved in the recruitment and interviews process for all public works personnel.
  - C. Recognizes employee problems promptly and takes appropriate and responsible action as required.
  - D. Participates in communicating City and department policies so each employee has a clear understanding of such policies.
  - E. Plans, recommends and implements department goals, policies and procedures, programs, and long range planning
  - F. Selects, manages, and maintains relationships with vendors and contractors.
  - G. Ensures compliance with all state and federal regulations.
  - H. Responsible for preparing the Public Works budget.
  - I. Recognizes the need for employee training and provides guidance as needed.
  - J. Conducts meetings to review work procedures encouraging suggestions for improvements.
  
3. Responsible for providing leadership to the Public Works Department.
  - A. Maintains a high level of competence as it relates to public works procedures, techniques, and equipment.
  - B. Makes sound decisions based on information available, experience, and knowledge.
  - C. Promotes employee morale.
  - D. Fosters an attitude of cooperation and respect with the department.
  - E. Handles complaints and inquiries from citizens and promotes effective customer service at all times.
  - F. Performs other duties and assumes responsibilities as apparent or assigned.
  
4. Responsible for Risk Management Activities
  - A. Maintains a high level of safety practices through frequent inspection of equipment and working conditions.
  - B. Provides leadership when safety meetings are held and records actions to be taken and/or policy practices agreed on.
  - C. Works with the Safety Director to direct and/or conduct safety programs for employees so as to avoid injuries and minimize accident potential.
  - D. Personally inspects hazardous work sites.
  
5. Other Duties
  - A. Performs all duties consistent with Maintenance Worker job description.
  - B. Responsible for Wellhead Protection Program

**Required Knowledge, Skills, and Abilities:**

- Knowledge of the operation of a Class D sanitary sewer system and Class C municipal water system
- Knowledge of principles, practices, and techniques related to the maintenance and operation of the City's sanitary sewer systems and municipal City wells.
- Plans and follows through on work assignments in a timely manner.
- Addresses citizen concerns promptly and courteously.
- Works within the confines of the budget.
- Maintains a high level of morale among personnel, identifying problems and resolving conflict.
- Department safety is of high regard with training performed on a regular basis and accidents kept to a minimum.
- Ability to read and comprehend construction plans.
- Shows cooperation and coordination of effort with other ~~divisions~~ departments.
- Authorizes and monitors permit application for work in right-of-way and during weight restriction periods.
- Maintains Department records.
- Continually seeks new opportunistic ways to perform assigned tasks.
- Communicates in an open manner with staff so as to keep others informed and updated with current information.
- Prepares proposals and contracts and monitors contract work or services ensuring satisfactory contract compliance.
- Must be able to perform strenuous tasks and lift up to 80 pounds.
- Ability to climb stairs and ladders.
- Ability to operate hand and mechanical tools and equipment.

**Minimum Qualifications:**

- High school graduate or equivalent.
- Five years experience as Street Supervisor or equivalent experience in other related private or public municipal services.
- Possession of a valid Minnesota Class B Commercial Driver's License (CDL) and air-brake and tanker endorsements, or ability to obtain.
- Previous experience as a supervisor in a water/wastewater facility

**Preferred Qualifications:**

- Five years supervisory and management experience
- Previous Budgetary Experience.

Adopted: 5/3/2005  
Amended: 3/1/2011  
Amended: ???

## City of Pequot Lakes Job Description

**Job Title:** Police Chief

**Department:** Police

**Supervisor:** ~~City Administrator/Clerk~~ City Council

**Positions Supervised:** ~~Police Officers, Sergeant, and Clerical Staff~~

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### **Position Summary:**

**General Statement of Duties:** Performs supervisory and responsible police work involving the protection and safety of the community through prevention and control of crime, preserving peace, investigating crime, and providing emergency services; and performs related duties as required.

**Supervision Received:** Works under the administrative oversight of the ~~City Administrator/Clerk and the~~ City Council ~~and the Police Liaison.~~

**Supervision Exercised:** Exercises general and technical supervision over ~~the uniformed officers, sergeant, police, and clerical~~ all police department staff directly or through subordinate supervisors and emergency response personnel when acting as Emergency Management Director.

### **Essential Duties and Responsibilities:**

1. Supervises police personnel in the work of law enforcement and public safety in order to ensure high performance of the department.
  - A. Plans, organizes, directs, sets goals, and reviews the operations of the Police Department; cooperates with federal state, and local law enforcement agencies (is responsible to follow Pequot Police Department Policy Manual)
  - B. Reviews daily reports made by officers to determine activity in the community, potential problems, thoroughness and accuracy, and plan accordingly.
  - C. Supervises the department staff in the performance of their duties including: training personnel in work methods and procedures (including enforcement of local ordinances and following Police Department policies); assigning work; overseeing investigations; approving time sheets, vacation and leaves; reviewing and approving work; rewarding, disciplining, suspension and recommends staff levels and dismissal of employees to City Council.
  - D. Keeps Officers and other staff informed of developments they will need to know to manage their assigned areas effectively.

- E. Develops and oversees the Police Policy Manual annually reviewing policy compliance with State and Federal requirements. Recommends appropriate changes to the City Council.
  - F. Manages staff performance through informal quarterly and formal annual performance reviews, intervening when appropriate to guide behaviors, maintain discipline, and improve job performance.
2. Creates Positive Community Relations
- A. Acts as the primary communicator to the public and media in matters relating to police activities.
  - B. Makes public presentations at schools and community functions.
  - C. Oversees and assists in handling citizen inquiries and needs in a prompt, expeditious manner.
  - D. Maintains a strong relationship with the business community and residents through regular visits.
3. Actively cooperates with other public agencies and communities in support of law enforcement efforts.
- A. Conducts or oversees investigation of crime and accidents and works jointly with county agencies.
  - B. Conducts internal investigations of any complaints against department staff.
  - C. Assists other agencies such as the county, area communities, federal and the State Patrol in mutual aid efforts including local, County, State and Federal agencies as needed.
  - D. Approves permits for buying and carrying handguns after completing background check on purchaser.
  - E. Attends regional Chief of Police meetings and City Council meetings as needed.
4. Establishes, supervises and oversees policies, procedures, standards, and practices for the department; develops appropriate and attainable goals.
- A. Using direction from the City Council regarding the desired level of police service, develops staffing plans to meet objectives and identify related costs.
  - B. Presents budget recommendations to the City for inclusion in overall City budget and controls expenses to meet budget objectives.
  - C. Makes recommendations to the City Council on matters that will improve the functioning of the Police Department.
  - D. Maintains a high level of safety practices through monthly staff meetings and frequent inspection of equipment and working conditions.
  - E. Prepares a monthly report for the City Council on Police Department activities.
  - F. Completes and submits applications to City Administrator/Clerk for state aid reimbursement for training and travel expenses.

- G. Ensures department members maintain current peace officer licensing with the State of Minnesota; maintains training records and mandated policies as required by Minnesota POST Board.
- H. Oversees service of civil process papers, criminal papers and warrants.
- I. Interviews witnesses and victims and takes their statements; interrogates suspects.
- J. Acts as the City's Emergency Management Director and ensures the development, coordination, and maintenance of Disaster Emergency Management procedures.
- K. Performs all duties consistent with Police Officer job description.
- L. Performs, reviews and background checks on liquor license applications and transient merchant permits.
- M. Other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

- Considerable ability to supervise staff and ensure all policies, procedures, and protocols are followed and propose changes as needs arise.
- Thorough knowledge of police procedures and techniques used in the apprehension of criminals and prevention of crime including operation of police vehicles, computers, radios, radar and related equipment.
- Thorough knowledge of federal, state, and local laws/ordinances that are enforced by the Police Department and the ability to apply laws to specific incidents.
- Considerable knowledge of City layout including critical buildings and the street system.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any condition.
- Thorough ability to apply laws to specific incidents in a manner appropriate to community values and standards.
- Thorough ability to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.
- Thorough considerable ability to cope with situations firmly, courteously, tactfully, and with respect for citizens' rights.
- Considerable ability to investigate crimes and accidents.
- Considerable ability to communicate effectively both orally and in writing with elected officials, City staff, other law enforcement agencies, and the public.
- Ability to prepare accurate and thorough reports.
- Thorough ability to maintain certification as a First Responder.
- Experience in the preparation and presentation of budgets as well as monitoring of expenditures.

**Minimum Qualifications:**

- Associate's Degree in law enforcement or criminal justice.
- Over (7) seven years of experience in policing including at least (3) three years of police administrative/command.

- Certified as a First Responder and licensed as a Peace Officer in the State of Minnesota or eligible for licensure.
- Valid Minnesota Class D driver's license required (or equivalent out-of-state license)
- Must meet criminal history back ground requirements.

**Preferred Qualifications:**

- Bachelors Degree in law enforcement or criminal justice

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City retains the discretion to add duties or change the duties of this position at any time.

Adopted: 9/1/2009  
Amended: 8/7/2012  
Amended: ???

## City of Pequot Lakes Job Description

**Job Title:** Police Sergeant

**Department:** Police Department

**Supervisor:** Chief of Police

**Positions Supervised:** Patrol Personnel and Office Personnel

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### **Position Summary:**

The purpose of this position is to plan, schedule and supervise the organization and functioning of all divisions of the Police Department to assure a coordinated program of law enforcement. The Sergeant will assume the management duties of the Chief of Police as assigned or during the Chief's absence.

### **Job Duties:**

#### 1. Supervisory Duties

- A. Supervises work of patrol personnel to ensure conformance with established standards of performance, accuracy of written reports and general operational effectiveness; recommends disciplinary action, evaluates personnel and processes grievances. **Supervises all office personnel.**
- B. Conducts or assists in contract negotiations with the Police Officer union. Assists in the development of management strategies.
- C. Performs timekeeping, scheduling, temporary reassignment and related duties for all patrol personnel and shifts; evaluates the work of patrol personnel.
- D. Oversees all aspects of professional standards, including development of policy, handling of internal complaints, and overseeing staff development.
- E. Maintains discipline and ethics of police officers under the Chief's direct supervision.

#### 2. Daily Patrol Duties

- A. Patrols the community to enforce laws, detect and prevent crime, provide traffic control and protect life and property.
- B. Apprehends and arrests law violators, prepares written reports of crimes, and assists in the prosecution of law violators.
- C. Collects and preserves evidence and takes pictures of crime scenes.
- D. Enforces traffic laws, operates radar, and writes violations; enforces snowmobile and ATV laws within the jurisdiction of the department.

- E. Responds to accident and fire scenes; initiates investigations; administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients, if needed.
- F. Testifies in court as arresting officer.
- G. Transports prisoners and suspects for DMT test administration, interrogation, and/or booking and incarceration. Administers preliminary breath test for DWI.
- H. Responds to domestic and bar disputes, and to complaints from citizens of crimes committed, lost or stolen property, and other law enforcement or public safety concerns.

### 3. Community Orientated Policing

- A. Assists other agencies such as the county, area communities, and the State Highway Patrol as needed.
- B. Removes hazards in roadways and on sidewalks and places barricades as needed.
- C. Reports matters requiring attention of maintenance department.
- D. Periodically checks the security of business establishments and vacant residences.
- E. Resolves and mediates disputes in citizens' homes, places of business or other public gathering places.
- F. Prepares necessary reports, logs, and other forms and correspondence as required.
- G. Answers citizens' requests for information including directions, regulations, ordinances, and where to obtain additional information.

### 4. Additional Duties

- A. Operates and assists in maintaining all equipment and vehicles used by the department.
- B. Keeps firearms clean and operating and maintains proficiency in firearm use, self-defense, and first aid.
- C. Performs other duties when assigned or when necessary.
- D. Makes recommendations to the Police Chief on any matter that will improve the functioning of the Police Department.

### **Required Knowledge, Skills, and Abilities:**

- Considerable knowledge of the principles and practices of police personnel supervision.
- Considerable knowledge of department policies, rules, regulations, and of controlling laws, ordinances, and court decisions, or the ability to acquire such knowledge in a relatively short period of time.
- Considerable knowledge of the geography of the City and local area and of buildings and areas requiring special attention, or the ability to acquire such knowledge in a relatively short period of time.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any condition.
- Considerable ability to analyze situations and determine appropriate action.

- Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- Considerable ability to apply laws to specific incidents.
- Considerable ability to deal tactfully but firmly with offenders, suspects, witnesses; and to establish and maintain effective working relationships with other employees, enforcement agency representatives and the general public.
- Considerable ability to see, hear, and remember people, evidence, facts, and circumstances.
- Considerable ability to communicate effectively with others and maintain strict confidentiality.
- Considerable ability to work, independently, without direct supervision.
- Considerable ability to stand, walk, and sit for long periods of time
- Considerable ability to bend, crouch, stoop, stretch or crawl periodically as needed.
- Considerable ability to lift and carry or drag objects or people weighing up to 100 pounds during a lake or accident rescue and to subdue suspects as required.
- Considerable ability to operate a radio and other department equipment.
- Considerable ability to read and follow department policies and to read police reports.
- Considerable ability to prepare accurate and thorough reports and to operate a typewriter and/or computer keyboard.
- Working ability to investigate crime and accidents.
- Working ability to maintain certification as a first responder or in First Aid.

**Minimum Qualifications:**

- Must have an associate degree in law enforcement and be licensed as a Peace Officer in the State of Minnesota.
- Must possess a valid Minnesota Class D driver's license required or have the ability to obtain one prior to employment.
- Must have at least (5) five years of experience as a licensed police officer and, preferably, currently employed as a full time officer in the City of Pequot Lakes.

**Preferred Qualifications:**

- Previous experience as a supervisor in law enforcement.

## City of Pequot Lakes Job Description

<b><u>Job Title:</u></b>	<b>Police Officer</b>
<b><u>Department:</u></b>	<b>Police</b>
<b><u>Supervisor:</u></b>	<b><del>Police Chief/Deputy Police Chief</del> <b>Police Sergeant</b></b>
<b><u>Positions Supervised:</u></b>	<b>None</b>

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### **Position Summary:**

**General Statement of Duties:** Performs responsible police work involving the protection and safety of the community through prevention and control of crime, preserving peace, regulating traffic, and providing emergency services; and performs related duties as required.

**Supervision Received:** Works under the general and technical supervision of the ~~Police Chief / Deputy Police Chief~~ **Police Sergeant**. The next higher supervisor shall be the Police Chief.

### **Job Duties:**

- Patrols the community to enforce laws, detect and prevent crime, and protect life and property.
- **Embraces community orientated policing concepts by working alongside community members and striving for methods to enhance community partnerships.**
- Apprehends and arrests law violators, prepares written reports of crimes, and assists in prosecution of law violators.
- Collects and preserves evidence; may take pictures.
- Investigates crimes and accidents; informs **Police Sergeant**/~~Chief/Deputy Chief~~ of felony investigations.
- Enforces traffic laws, operates radar, and writes violations.
- Responds to accident and fire scenes; administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients, if needed.
- Testifies in court as ~~arresting~~ officer.
- Interviews witnesses and victims and takes their statements; interrogates suspects.
- Transports prisoners and suspects to county for DMT test administration, interrogation, and/or booking.

Adopted: 5/3/2005

Revised: ???

- Responds to domestic and bar disputes, excessive noise, dog complaints, missing persons, motorist assists, assaults, damaged property, vandalism, thefts, and prevents loitering.
- Drafts complaints and reports as required by state law or department policy; records all events in daily log; reviews daily reports and the log to determine activity in the community and potential problems.
- Assists other agencies such as the county, areas communities, and the State Highway Patrol as needed. Participate in Mutual Aid.
- Removes hazards in roadways and on sidewalks and places barricades as needed.
- Locates, charges, and takes into custody citizens who fail to make court appearances and have a warrant out for their arrest for "bad checks" turned in by City businesses.
- Directs traffic during funerals.
- ~~Checks to ensure street and holiday lights are turned off by time specified in City ordinance; reports when street or water tower lights need replacement.~~
- Oversees closing of late night liquor establishments to ensure correct closing time and to prevent potential problems.
- Oversees school patrol.
- Meets with or contacts county police and sheriff's office to obtain information on stolen vehicles, crimes in area, teletype and radio information.
- Meets with parents of problem children for shoplifting and school problems.
- Answers citizens' requests for information including directions, regulations, ordinances, and where to obtain additional information.
- Controls crowds at public and school events.
- Responds to business alarms; checks businesses to ensure doors are locked and no vandalism or break-ins have occurred.
- Cleans police vehicle; fills police vehicle with gasoline.
- ~~May engrave serial numbers into personal items at citizen's request.~~
- Keeps firearms clean and operating.
- Other duties applicable to the safety and welfare of the citizens of Pequot Lakes when assigned by **Police Sergeant** / Police Chief / ~~Deputy Police Chief~~.

\*\* **Police Sergeant** / Police Chief / ~~Deputy Police Chief~~; see other job descriptions

**Required Knowledge, Skills, and Abilities:**

- Considerable knowledge of police procedures and techniques including operation of police vehicles, radios, radars and related equipment.
- Considerable knowledge of federal, state, and local laws.
- Considerable knowledge of City layout including important buildings and the street system.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any condition.
- Considerable ability to analyze situations and determine appropriate action.

Adopted: 5/3/2005  
Revised: ???

- Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- Considerable ability to copy with situations firmly, courteously, tactfully, and with respect for citizens' rights.
- Considerable ability to apply laws to specific incidents.
- Considerable ability to observe and remember people, facts, and circumstances.
- Considerable ability to communicate effectively with others.
- Considerable ability to work independently, without direct supervision.
- Considerable ability to read and follow a department policy and procedure manual, and responsibility to insert new policies, procedures into the manual.
- Working ability to prepare accurate and thorough reports.
- Working ability to maintain certification as a First Responder or in First Aid.
- Working ability to report crime and accidents.

**Minimum Qualifications:**

- High school graduate or equivalent
- Completion of a certified First Aid course or certified as a First Responder
- Possess a valid Minnesota Class D driver's license
- Eligible to be licensed as a Peace Officer in the State of Minnesota

## City of Pequot Lakes Job Description

<b><u>Job Title:</u></b>	<b>Part Time Police Officer</b>
<b><u>Department:</u></b>	<b>Police</b>
<b><u>Supervisor:</u></b>	<b>Police Sergeant <del>Police Chief/Deputy Police Chief</del></b>
<b><u>Positions Supervised:</u></b>	<b>None</b>

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### **Position Summary:**

**General Statement of Duties:** Performs responsible police work involving the protection and safety of the community through prevention and control of crime, preserving peace, regulating traffic, and providing emergency services; and performs related duties as required.

**Supervision Received:** Works under the general and technical supervision of the **Police Sergeant ~~Police Chief/Deputy Police Chief~~**. **The next higher supervisor shall be the Police Chief.**

### **Job Duties:**

- Patrols the community to enforce laws, detect and prevent crime, and protect life and property.
- **Embraces community orientated policing concepts by working alongside community members and striving for methods to enhance community partnerships.**
- Apprehends and arrests law violators, prepares written reports of crimes, and assists in prosecution of law violators.
- Collects and preserves evidence; may take pictures.
- Investigates crimes and accidents; informs **Police Sergeant/Chief ~~Chief/Deputy Chief~~** of felony investigations.
- Enforces traffic laws, operates radar, and writes violations.
- Responds to accident and fire scenes; administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients, if needed.
- Testifies in court as ~~arresting~~ officer.
- Interviews witnesses and victims and takes their statements; interrogates suspects.
- Transports prisoners and suspects to county for DMT test administration, interrogation, and/or booking.

Adopted: 5/2/2006  
Amended: ???

- Responds to domestic and bar disputes, excessive noise, dog complaints, missing persons, motorist assists, assaults, damaged property, vandalism, thefts, and prevents loitering.
- Drafts complaints and reports as required by state law or department policy; records all events in daily log; reviews daily reports and the log to determine activity in the community and potential problems.
- Assists other agencies such as the county, areas communities, and the State Highway Patrol as needed. Participate in Mutual Aid.
- Removes hazards in roadways and on sidewalks and places barricades as needed.
- Locates, charges, and takes into custody citizens who fail to make court appearances and have a warrant out for their arrest for "bad checks" turned in by City businesses.
- Directs traffic during funerals.
- ~~Checks to ensure street and holiday lights are turned off by time specified in City ordinance; reports when street or water tower lights need replacement.~~
- Oversees closing of late night liquor establishments to ensure correct closing time and to prevent potential problems.
- Oversees school patrol.
- Meets with or contacts county police and sheriff's office to obtain information on stolen vehicles, crimes in area, teletype and radio information.
- Meets with parents of problem children for shoplifting and school problems.
- Answers citizens' requests for information including directions, regulations, ordinances, and where to obtain additional information.
- Controls crowds at public and school events.
- Responds to business alarms; checks businesses to ensure doors are locked and no vandalism or break-ins have occurred.
- Cleans police vehicle; fills police vehicle with gasoline.
- ~~May engrave serial numbers into personal items at citizen's request.~~
- Keeps firearms clean and operating.
- Other duties applicable to the safety and welfare of the citizens of Pequot Lakes when assigned by **Police Sergeant** / Police Chief / ~~Deputy Police Chief~~.

\*\* **Police Sergeant** / Police Chief / ~~Deputy Police Chief~~; see other job descriptions

#### **Required Knowledge, Skills, and Abilities:**

- Considerable knowledge of police procedures and techniques including operation of police vehicles, radios, radars and related equipment.
- Considerable knowledge of federal, state, and local laws.
- Considerable knowledge of City layout including important buildings and the street system.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any condition.
- Considerable ability to analyze situations and determine appropriate action.

Adopted: 5/2/2006  
Amended: ???

- Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- Considerable ability to copy with situations firmly, courteously, tactfully, and with respect for citizens' rights.
- Considerable ability to apply laws to specific incidents.
- Considerable ability to observe and remember people, facts, and circumstances.
- Considerable ability to communicate effectively with others.
- Considerable ability to work independently, without direct supervision.
- Considerable ability to read and follow a department policy and procedure manual, and responsibility to insert new policies, procedures into the manual.
- Working ability to prepare accurate and thorough reports.
- Working ability to maintain certification as a First Responder or in First Aid.
- Working ability to report crime and accidents.

**Minimum Qualifications:**

- High school graduate or equivalent
- Completion of a certified First Aid course or certified as a First Responder
- Possess a valid Minnesota Class D driver's license
- Eligible to be licensed as a Peace Officer in the State of Minnesota

## City of Pequot Lakes Job Description

**Job Title:** Office Manager

**Department:** Police Department

**Supervisor:** Police Sergeant

**Positions Supervised:** None

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### **Position Summary:**

Provides administrative support services to the Police Department. Performs office support duties including record keeping, answering phones, assisting the public, and handling requests for information. The work is often confidential in nature. Independent judgment and discretion must be used at all times. Works closely with other agencies in law enforcement. Serves as the Terminal Agency Coordinator (TAC). **Research, identify, develop and respond to public and private grant opportunities. Participates as an active member of the management team and maintains strong, productive, and cooperative relationships with community organizations, other governmental agencies and city departments to maximize use of city resources and talent in service to residents. The ideal candidate will not shy away from suggesting and implementing change especially when it offers potential for service and productivity improvement and cost reduction. Responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.**

### **Job Duties:**

1. Administrative Support
  - A. Handles daily administrative tasks including answering phone calls assisting visitors, processing mail and faxes.
  - B. Review ICRs daily for accuracy.
  - C. Dispatches information to officers and processes requests from officers.
  - D. Prepares a variety of reports and records.
  - E. Prepares letters, memoranda, ~~invoices~~, citizen complaint materials, and business correspondence working from rough drafts, verbal instructions, or established procedures.
  - F. Using E-Citation, E-Charging & E-Notary processes, electronically submits complete case files to proper agencies.
  - G. Transcribes machine dictation.
  - H. Orders and maintains office supplies and equipment for the department.
2. Records Management
  - A. Maintains the Records Management System (RMS), enters data into the computer and generates a variety of law enforcement management reports.
  - B. Operates NCIC Criminal Justice Data Network (CJDN).

- C. Answers requests for information, which may include completing questionnaires and compiling data from files.
  - D. Responsible for meeting record retention guidelines.
3. **Regulatory**
- A. Conduct Criminal History Checks as per BCA regulations.
  - B. Serves as the TAC (Terminal Agency Coordinator) for the department. Responsible for assuring that the department complies with MNJIS and NCIC policies and procedures.
  - C. Services as Administrator for SRS (Supplemental Reporting System).
4. **Grant Writing**
- A. Manage all aspects of the process to develop compelling proposals that comply with funding guidelines and align with organizational priorities.
  - B. Generate proposals and supporting documents in response to grant solicitations through timely submissions of well-researched, well written and well-documented grant proposals.
  - C. Maintains and implements funding calendar activities as well as follow-up reports as required by the funding source.
  - D. Collaborate with leadership and subject matter experts across the organization.
5. **Other Duties**
- A. Perform other related duties and assume related responsibilities as apparent, requested, or assigned.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of general office practices and procedures.
- Exceptional customer service and public relations skills.
- Knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Ability to work cooperatively with staff, general public, and state & local agencies in general and difficult work situations.
- Ability to prioritize duties, work independently, and problem solve.
- Ability to present positive and professional image of the City.
- Ability to use computer and related software as well as other related office equipment.
- Ability to keyboard rapidly and accurately.
- Ability to maintain confidentiality of sensitive material and situations.
- Ability to work with frequent interruptions by phone and public visits.
- Ability to compose letters and standard reports following general instructions.
- ~~Knowledge of business English, spelling, and punctuation;~~
- ~~Knowledge of office practices, procedures, and the operation of standard office equipment;~~
- ~~Knowledge of the policies, regulations, procedures, and services of the office of the Chief of Police;~~
- ~~Ability to compose letters and standard reports following general instructions;~~
- ~~Ability to organize daily work, set priorities and work independently;~~

- Ability to deal with the public and employees in general and difficult work situations;
- Ability to able to deal with very confidential and stressful situations, continuous interruptions and deadlines;
- Comprehensive knowledge of standard office practices, procedures, equipment, and techniques;

### **Minimum Qualifications:**

- High school diploma or equivalent.
- Previous experience in customer service.
- Valid Class D driver's license.
- One year administrative and office related experience.
- 1 yr Secretarial or related experience or equivalent education;
- High school diploma or GED equivalent;
- Must possess, or be able to obtain by the time of hire, a valid Minnesota state driver's license;
- No felony convictions or disqualifying criminal history.
- Must be able to read and write the English language.

### **Preferred Qualifications:**

- Previous experience in municipal government.
- Previous experience working in an office setting.
- Previous experience in grant writing or strong desire to learn, research, and compose grants.
- Previous experience in the operation of tools and equipment listed below.
- Two year criminal justice degree.
- Familiarity of the Pequot Lakes area.
- Two years' experience in municipal government.
- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- Some skill in the operation of most of the tools and equipment listed below.
- Familiarity with the City of Pequot Lakes geography.
- 2 year Criminal Justice Degree
- Grant writing experience and/or strong desire to learn to research and write grants.

### **Tools and Equipment:**

- Work with the Police Department's computer network and specialized software, records management programs, Microsoft Office software, and other programs as necessary.
- Police radio, phone system, transcriber, fax machine, copy machine, and calculator.
- Initial and ongoing training as provided by the City, including, but not limited to, grant writing.

### **Physical Job Requirements:**

- Must be able to sit for long periods of time.

Adopted: 4/4/2006  
Revised: ???

- Ability to hear and speak when conversing in person or by phone.
- Ability to see and read reports, correspondence, computer screens, and other documents.
- Ability to lift 30 pounds.

~~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 as specified in the "Examples of Duty". Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~The employee must be able to read, write, speak, and comprehend English at a sufficient level to effectively communicate with the public and co-workers in person and over the telephone, and to understand written directives, hear and transcribe oral communication, prepare reports, and compose or edit assigned written material.~~

~~The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus for purposes of computer work.~~