



Sec to Brd Police Commsn

Class Code:
932501

Bargaining Unit: Non-Union

CITY OF DETROIT
Established Date: Mar 31, 2016
Revision Date: Mar 31, 2016

DESCRIPTION:

Under general direction, performs moderately complex duties to ensure that the Board members have the proper advice and resources to execute their duties as outlined in the City Charter. Manages Board and sub-committee meetings, logistics, records and distributes Board and sub-committee meeting minutes, prepares resolutions and forms, reviews and answers citizen inquiries on behalf of the Board and provides counsel to the Board on complex issues related to governance to ensure efficient delivery of public safety services which reduce crime in the City of Detroit.

EXAMPLES OF DUTIES:

1. Represents the Board in non-technical matters and acts as a liaison between the Office of the Chief of Police, subordinates, command units, other municipal departments, law firms, courts and administrative boards and outside attorneys.
2. Prepares various legal documents in conjunction with Board Attorney including, but not limited to, answers to inquiries, motions, legal memoranda, affidavits, stipulations, resolutions, case files, proofs of service and unit activity summaries.
3. Accepts service of a variety of legal documents, including but not limited to motions, briefs and notarizes documents.
4. Independently answers routine but important correspondence and drafts replies to non-routine correspondence, subject to review and approval by the Board.
5. Sorts and prioritizes correspondence and brings important or urgent matters to the attention of the Board and Board staff.
6. Manages meeting logistics for the Board including but not limited to recording and distributing meeting and sub-committee minutes, preparing and distributing meeting agendas and facilitating the orientation of new Commissioners.

MINIMUM ENTRANCE QUALIFICATIONS:

Bachelor;s degree in Public Administration, Business Administration, Criminal Justice or related field; Juris Doctorate preferred.

Five (5) to seven (7) years of recent experience performing moderately complex duties involving board governance and compliance, managing board and committee meetings logistics, attending to recording and distributing of minutes of board and committee meetings, facilitating board orientations, investigating and providing resolution to issues, and performing various other complex administrative duties. Municipal experience preferred.

Working knowledge of federal, state, city and municipal laws and ordinances preferred.

SPECIAL NOTE: This is an at-will appointment and the candidate selected serves at the pleasure of the Board of Police Commissioners.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of departmental organization and work functions, practices, procedures, rules and regulations and municipal organizations.

Knowledge of general office work, terms methods and practices.

Knowledge of common English usage, grammar, spelling and punctuation.

Skill in speaking and writing well, with correct grammatical usage.

Skill in operating a personal computer and using standard office word processing, spreadsheet and database software.

Skill in coordinating and expediting activities involving multiple organizational levels and contacts.

Ability to organize and prioritize work to assure timely and effective completion of assignments.

Ability to interpret legal briefings and summarize for executive level interpretation.

Ability to manage several priorities and concurrently respond to workplace dynamics in a timely and proactive manner.

Ability to assume individual accountability with resourcefulness.

Ability to exercise tact and discretion in interacting with departmental officials and staff, representatives of various outside agencies and the public.

Ability to develop and maintain effective working relationships

Ability to handle complex administrative tasks.