

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Administrative Analyst 1	CLASS. CODE: 0088
DEPARTMENT:	Police	FLSA: E
REPORTS TO:	Sergeant	DATE: 7/1/2002

Job Summary:

Coordinates the department's volunteer program and organizes special events as needed. Responsible for improving the public's awareness of the department through educational classes and various seasonal events held throughout the community.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Responsible for the administration of the volunteer program to include recruiting volunteers for department programs through newsletters, news briefs, brochures and presentations, interviewing prospective volunteers, arranging for training, conducting background investigations, scheduling work, supervising and terminating volunteers.
2. Coordinates department programs including sending out informational material and publishing newsletters.
3. Maintains monthly and annual statistics on programs coordinated.
4. Coordinates special events including publicity of the event, ordering materials and supplies needed, scheduling of appropriate personnel and providing summary reports of the effectiveness of the event.
5. Works with social service agencies and other community groups to collect donations to department programs.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by Unit Supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in business administration or a related field; and,

Two (2) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

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License(s) and Certification(s):

- Membership to Crime Prevention Association of Oregon and Mid Valley Volunteer Managers.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and basic office software products.
- Budgeting.
- Media relations and composition of educational materials, newsletters and brochures.

Ability to:

- Effectively manage a volunteer staff.
- Communicate effectively verbally and in writing to a wide range of individuals and on the telephone.
- Use a personal computer and enter data.
- Organize, manage time, and multi-task.
- Perform public relations duties.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.