Executive Assistant

The Pocono Mountain Regional Police Department seeks an experienced Executive Assistant for a police agency with 50 employees, servicing 5 municipalities with a combined population of 43,299.

The Executive Assistant works directly under the Chief of Police and is hired by the Pocono Mountain Regional Police Commission (PMRPC). The Executive Assistant will assist the Chief with the fiscal administration of department activities. In general, the Executive Assistant will manage all fiscal control and monitoring systems for all funds and will routinely provide the Chief with financial management information. The Executive Assistant will work closely with the Department's auditors to ensure the continued compliance of all fiscal systems.

The Executive Assistant is responsible for the administration, preparation, and execution of all Department accounting policies. In addition, the Executive Assistant is responsible for payment of bills, accounts receivable, payroll and management of all fringe benefit programs including pension plans provided to department employees.

The Executive Assistant is responsible for any, and all secretarial duties associated with executive support of/by the Chief of Police. The Executive Assistant will also supervise the department Support Staff consisting of 4 additional full-time positions. These positions consist of 3 Secretarial Staff and 1 Administrative Assistant. The Executive Assistant is required to attend the monthly, public meetings, of the PMRPC with the Chief of Police. The department operates with a current budget of approximately $8,000,000. The department is in excellent financial condition and has been consistently operating under budget.

Competitive candidates will be able to demonstrate a high level of successful performance in office management, budgeting, planning, and benefit administration. The Ability to manage internal staff, communicate effectively with the Chief, and the PMRPC are important attributes. A strong record of performance in a similar sized public agency, along with proven experience with direct oversight of police administrative operations such as Workers Compensation, Administration /Finance, and budgeting is essential.

Job Description includes but is not limited to:

- Must be able to write inter-office memos, letters, and other correspondence.
- Must be able to talk to vendors and general public who visit the department and be able to conduct necessary business.
- Must be able to understand and follow complex oral instructions.
- Must have the requisite mathematical understanding and have the ability to conduct multiple calculations (add, subtract, multiply, divide).
- Must be able to understand and use a network computer system.
- Must be able to stay calm and effective when dealing with stressful situations.
• Must be able to prioritize job tasks in an effective manner.
• Must maintain confidential files and records for the Chief of Police.
• Must handle all duties assigned by the Chief.
• Must process and complete all fiscal and financial reports that are required for the auditing of any grants received by this office.
• Must manage awarded grants to successfully secure all funds awarded.
• Must be able to compile data from a variety of sources.
• Must prepare and submit claims for workers’ compensation coverage, as needed.
• Must prepare and monitor Pension Plan information and updates.
• Must maintain personnel information and records on Department employees.
• Provides new employees with employee personnel manuals, benefit information, health, life and disability insurance applications as directed.
• Maintain accurate employee deduction and benefit calculations.
• Maintains administrative files and agreements.
• Must prepare tax payments to state and federal agencies and prepare quarterly tax payments/reports.
• Must monitor receipts and disbursements for savings and checking accounts, plus reconcile each account monthly.
• Must monitor payment of all Department debts.
• Must prepare a Bill Pack, Monthly Report, Resolutions, Meeting Minutes etc. for presentation to the Board at its monthly meeting
• Prepares the meeting room for all trainings and meetings
• Must prepare all Department income invoices such as quarterly billing(s) to municipalities, etc.
• Must assist Chief with preparation of budget.
• Must provide information for and work with all auditors.
• Works with the department web designer to update the department website
• Advertises all legal public notices, help wanted ads, and meeting notices.
• Responsible for collection of accounts receivable.
• Responsible for maintaining all Departmental records and files

Qualifications:

The position requires a bachelor’s degree from an accredited college or university in Public Administration, Business Administration or other related field, and a minimum of five (5) years of municipal management or police agency experience. A Master’s degree is preferred. An equivalent combination of education and experience will be considered.

The ideal candidate will have five (5) to ten (10) years of progressively responsible Pennsylvania municipal government or police agency management experience. The individual must have, or be able to obtain, a valid Pennsylvania driver’s license and be able to qualify for a surety bond.

Physical Requirements:

• Able to see, hear, and communicate
• Able to ambulate, sit, stand, reach, pull and lift up to 35 pounds
• Ability to withstand exposure to weather occasionally
• Ability to drive an automobile
• Ability to use fine motor skills with office equipment

Job Type: Full-time

Pay: $60,000.00 - $80,000.00 per year

**How to Apply**

Send cover letter, resume, salary history/expectation and three professional references in a single PDF document to: kmatisak@pmrpd.com

The position will remain open until filled.