

Position Title: Executive Assistant to the Chief

Department: Vicksburg Police Department

Position Type: Full Time

Reports To: Chief of Police

FLSA Status:

Prepared By:

Prepared Date:

Approved By:

Approved Date:

Position Summary

The Executive Assistant to the Chief of Police provides high-level administrative, operational, and communications support to the Chief of Police. This position coordinates executive-level functions, manages sensitive and confidential information, assists with departmental communications and public information efforts, and supports strategic administrative initiatives within the Police Department. The role requires exceptional organizational skills, discretion, professionalism, and the ability to manage multiple priorities while serving as a key liaison between the Chief's Office, department personnel, city administration, and the public.

Essential Duties and Responsibilities

- Provide executive-level administrative support to the Chief of Police.
- Serve as a liaison between the Chief's Office, command staff, city administration, and outside agencies.
- Prepare, review, and distribute official correspondence, memoranda, reports, presentations, and other executive-level documents.
- Manage and maintain confidential records, personnel documents, and departmental files in accordance with applicable policies and regulations.
- Serve as the department's Agency Administrator for the Acadis system by maintaining agency training records, submitting required documentation, and coordinating certification and compliance reporting with the Board of Law Enforcement Officers Standards and Training (BLEOST).
- Assist with development and preparation of departmental policies, procedures, and administrative documents.
- Prepare, review, and submit National Incident-Based Reporting System (NIBRS) reports and related documentation in compliance with state and federal reporting requirements.
- Research potential grant funding opportunities, prepare and submit grant applications on behalf of the department, and assist with the administration and management of awarded grants, including maintaining required documentation and ensuring compliance with grant guidelines and reporting requirements.
- Assist with the coordination and administrative management of departmental grants, including maintaining documentation, tracking requirements, and preparing reports as required by grant guidelines.
- Serve as backup timekeeper and payroll support by assisting with timesheet processing and payroll documentation as needed.
- Manage and maintain the Police Department's official social media platforms by preparing and publishing approved content, press releases, and public safety information.

- Assist with development and dissemination of public information, including media releases, announcements, and digital communications on behalf of the department.
- Assist with preparation of reports, presentations, and documentation for city leadership, governing bodies, and external agencies.
- Assist with coordination of departmental initiatives, projects, and administrative programs as directed by the Chief.
- Monitor and organize documentation related to departmental operations, compliance reporting, and administrative functions.
- Assist with coordination of meetings, conferences, and official departmental events as directed by the Chief.
- Maintain strict confidentiality regarding personnel matters, investigations, legal issues, and other sensitive information.
- Provide administrative guidance and support to other clerical staff within the department as needed.
- Perform other duties as assigned by the Chief of Police.

Knowledge, Skills, and Abilities

- Knowledge of modern office practices, administrative procedures, and executive support functions.
- Knowledge of law enforcement administrative operations, reporting requirements, and governmental processes.
- Knowledge of the National Incident-Based Reporting System (NIBRS) and law enforcement statistical reporting procedures.
- Knowledge of grant administration processes, including documentation, reporting requirements, and compliance with grant guidelines.
- Knowledge of records management practices and confidential information handling within a law enforcement environment.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and the ability to learn and manage department-specific systems such as Acadis and other law enforcement databases.
- Strong written and verbal communication skills with the ability to prepare professional reports, correspondence, and public communication materials.
- Strong organizational and time management skills with the ability to manage multiple priorities and deadlines.
- Ability to analyze, compile, and maintain accurate statistical and administrative records.
- Ability to handle highly confidential and sensitive information with discretion.
- Ability to work independently while maintaining effective working relationships with department personnel, city officials, regulatory agencies, and the public.
- Ability to exercise sound judgment and maintain professionalism in a fast-paced law enforcement environment.

Minimum Qualifications

- High school diploma or GED required; bachelor's or master's degree in public administration, criminal justice, communications, business administration, or a related field preferred.
- Three (3) to five (5) years of progressively responsible administrative or executive support experience required.
- Experience in a law enforcement, government, or public safety environment strongly preferred.

- Experience with law enforcement reporting systems, statistical reporting, grant documentation, or regulatory compliance processes preferred.
 - Ability to communicate professionally with the public and department personnel.
 - Ability to handle confidential information with discretion.
 - Basic knowledge of general office equipment and word processing.
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Working Conditions

- Work performed primarily in an office setting.
 - Frequent interaction with department personnel and city staff.
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Disclaimer

This job description is intended to describe the general nature and level of work performed by employees in this classification. It is not an exhaustive list of all duties, responsibilities, and qualifications required. The Vicksburg Police Department reserves the right to modify the content of this description as necessary.