



Professional Development Administrative Specialist

Class Code:
240-39

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Established Date: Apr 20, 2023
Revision Date: Apr 20, 2023

SALARY RANGE

\$22.91 - \$32.07 Hourly
\$47,652.80 - \$66,705.60 Annually

NATURE OF WORK:

Under general supervision of the Captain of Investigative and Support Services, this position is responsible for complex administrative functions designed to enhance the performance of the Support Services and Professional Development Unit. This is an administrative position responsible for internal and external communications on behalf of the Police Department in the areas of recruiting, hiring, professional development, and project leadership. The work involves a variety of operational tasks and projects requiring the researching, designing, implementing, and monitoring of those projects.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Utilizes City's applicant tracking and employee evaluation system (currently NeoGov) for Police Department training and performance management.
- Serves as the coordinator for the Recruitment Team.
- Prepares initial background for all department employees to include, running criminal histories, conduct credit report, review social media activity, contacting other police agencies, and compiling file paperwork.
- Performs essential hiring tasks as directed by HR or the Chief of Police.
- Schedules comprehensive orientation schedules and onboarding of all new officers and serves as point of contact with setting up accurate log-in information and equipment requirements.
- Serves as department administrator for the City's SharePoint intranet site. Designs and edits all information for the Police Department subsite.
- Creates and directs/implements organizational projects in support of organizational goals.
- Assists with the management of Police Department webpage within the City's website.
- Assists with interviewing and selection of Police Department interns.

- Coordinates with the HR Staff on required training programs for Police Department employees.
- Schedules and coordinates with FVTC for new hires requiring certification.
- Participates in career and diversity fairs. Works within budgetary restrictions and monitors accounts for all assigned areas.
- Works with the Professional Development Coordinator and staff to maintain equipment and supplies necessary for training and to schedule training.
- Oversees body armor program for new officers and replacement program for existing officers.
- Researches and prepares materials for grant-writing opportunities.
- Evaluates potential training resources both internally and externally and makes recommendations as needed

OTHER JOB FUNCTIONS

- Department representative in requesting new access, changing access levels, or removing access to City computers.
- Proctors police officer PEP (Position Enhancement Program) written and computer tests.
- Designs and creates miscellaneous forms, publications, or presentations to maintain the brand of the Police Department.
- Enters probationary officer's monthly evaluations into NeoGov.
- Publishes yearly officer evaluations into NeoGov.
- Works with new employees to acquire uniforms and all necessary equipment.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Assists Professional Development Coordinator in the implementation of in-house training programs.
- Assist with the operation of office and audio/visual resources used regularly for training functions (i.e. laptops, projectors, printers, PowerPoint and other MS Office programs)
- Answers inquiries from visitors and callers; supplies general information on department policies and procedures.
- Maintains department's locker assignments, i.e., combinations, available lockers, and spare lock inventory.
- Maintains department's parking ramp card inventory. Assigns cards to new employees, documents and reissues lost or stolen ramp cards for existing officers.
- Performs miscellaneous staff support functions as required in a timely fashion.
- Knowledge of Department and City policies, rules, and regulations.
- Knowledge of applicable laws, policies, and labor contracts.
- Assist with the development of a yearly training calendar.

REQUIREMENTS OF WORK:

3-5 years of experience in complex administrative work, an associate degree in business or related field; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Advanced skills in Microsoft Office Suite programs (including SharePoint, Teams, Excel, and Word).
- Ability to maintain confidentiality of sensitive materials, records, and conversations.
- Ability to communicate in writing in a clear, accurate, and concise manner.
- Ability to work independently of direct supervision, in an effective and efficient manner.
- Ability to plan and schedule your own work to meet time constraints and changing priorities.
- Ability to use multiple sources of information to prioritize programs or action plans.

- Knowledge of and, preferably, experience with developing and managing websites.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to maintain effective relationships with other employees and the public, deals with public relations problems courteously and tactfully.
- Ability to make minor decisions in accordance with laws and regulations applying these to work problems.
- Knowledge of budget structures and necessary documentation.
- Ability to work effectively, meet deadlines, and manage projects independently.
- Strong organizational skills and keen attention to detail.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication
Self-Directed/Autonomous
Technical Skills
Problem Solving
Creative/Innovative

To learn more about these competencies click [here](#)