

**BUDGET
PERSONNEL**

DEPARTMENT: POLICE
 DIVISION: ADMINISTRATION
 CODE: A.3120.0001

2017
ADOPTED

2018
ADOPTED

JOB TITLE	CODE	APPROPRIATION			
		2017 ADOPTED	2018 ADOPTED		
Superintendent	8605	1	\$ 107,000	1	\$ 110,152
Junior Account Clerk	1412	2	59,931	2	65,756
Senior Account Clerk	1130	2	78,438	2	84,555
Systems Engineer-Police	1157	1	51,002	1	1
Administrative Assistant	1559	1	55,328	1	45,000
Police Officer	8630	5	312,358	5	337,729
Police Officer - Detective	8631	1	66,053	1	72,052
Police Lieutenant	8650	1	71,323	1	89,296
Police Lieutenant - Detective	8651	1	75,592	1	94,583
Police Captain	8670	1	79,870	1	99,079
TOTAL		16	\$ 956,895	16	\$ 998,203



SPECIAL ASSISTANT TO THE SUPERINTENDENT OF POLICE

DISTINGUISHING FEATURES OF THE CLASS: This is specialized and complex work assisting the Superintendent of Police in gathering, processing and disseminating information necessary to identify and respond appropriately to crime trends and patterns in the City of Niagara Falls and in the administration of the Office of the Superintendent. The work involves acting as the Superintendent's analyst in departmental efforts, serving as a liaison with specialized units, partnering agencies and community groups on special projects or grants that focus on crime assessment and reduction. The Special Assistant to the Superintendent of Police acts as a personal and confidential assistant handling with discretion any official correspondence, scheduling, filing and records management of the Office of the Superintendent. The Special Assistant to the Superintendent of Police works under the general direction of the Superintendent with minimum supervision. Detailed instructions provided on an as needed basis where policies or procedures have yet to be determined. The nature of the work necessitates a very high degree of confidentiality and discretion in handling sensitive police-related information. A high level of independent judgement is required on a frequent basis. Performs other related work as determined by the Superintendent.

TYPICAL WORK ACTIVITIES:

Gathers and analyzes crime data from the official Records Management System to ascertain possible linkages and similarities between crimes, hotspots, offenders, suspects and victims, and generates reports as needed for the Superintendent's review;

Confers with the Crime Analyst or department head to secure data for research projects;

Inputs data into sophisticated computer software programs to assist in the preparation of a variety of intelligence reports, files, and records relating to police data;

Assists in preparing bulletins, newsletters and reports to distribute to patrol, detectives, and other members of the department and the public at large;

Composes and disseminates correspondence that is either general or confidential in nature throughout the department; shares pertinent information with partnering agencies and/or the public;

Composes and disseminates correspondence and press releases on behalf of the Superintendent of Police;

Ensures that appropriate department instructions and guidelines are followed by staff members when necessary in order for deadlines to be met and compliance measures are followed;

Maintains files pertaining to the overall management of the department's financial data; creates a structured database for tracking revenues and expenditures, contract negotiations, labor relations and other police budget related work;

Maintains and assists in the annual budget process by preparing and adjusting budget items and preparing summaries of budget meetings;

Answers telephone calls for the Office of the Chief and serves as the receptionist for the department by taking messages, requests or complaints from callers; refers callers to appropriate persons or units when necessary;

SPECIAL ASSISTANT TO THE SUPERINTENDENT OF POLICE cont.

Opens and reviews all incoming mail and signs for deliveries; distributes and/or responds to such mail as needed;
Arranges meetings, conferences, trips, and other appointments;
Acts as liaison for the Superintendent as needed regarding appointments, events, or phone calls;
Answers requests for administrative information and prepares applicable reports;
Oversees the petty cash system;
Prepares and enters department payroll;
Prepares purchase requisition forms and purchase orders;
May assist in writing grant applications and justifications;
Represents the Superintendent of Police at events, meetings or conferences when necessary.

PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS MUST INCLUDE:

Strong project management skills with the ability to create and execute strategic plans to achieve desired performance results; Crime Analyst certification preferred; Knowledge of essential principles and techniques for office management; Strong analytical, networking and problem-solving skills with attention to detail; Knowledge of business math and English skills; Experience with performance metrics systems; Experience in writing and editing skills; Ability to design and maintain sophisticated filing systems; Ability to work interchangeably between law enforcement, social service sector and the community at large; Demonstrated ability to be an effective communicator with strong skills in writing and public speaking with an ability to communicate messages to specific stakeholders while sustaining a consistent message; Strong ability to work independently and possess a high degree of sound independent judgement; Direct experience in working with leaders in government, the private sector, community organizations and academic professionals; Thorough knowledge of the at-risk population of the City of Niagara Falls; Ability to establish good working relationships between residents, officials, and the social sector agencies; Strong abilities in dealing courteously with the public both over the phone and in person through public engagements and requests for information; physical condition commensurate with the demands of position.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered four-year (4) college with a Bachelor's degree; a Crime Analyst certification from New York State;

OR

(B) Graduation regionally accredited or New York State registered two-year (2) college or university with an Associate's degree; certification in crime analysis work and (2) years of experience in a crime analysis or related field;