



JOB ANNOUNCEMENT

City of Medina

501 Evergreen Point Road | Medina, WA 98039

phone: 425-233-6400 | fax: 425-454-8490

www.medina-wa.gov

POLICE ADMINISTRATIVE SPECIALIST (PART-TIME)

SALARY RANGE: \$2,114.50 to \$2,457.50

EMPLOYMENT TYPE: Permanent, Part Time

POSITION POSTED: October 26, 2009

CLOSING DATE: Open Until Filled

WHERE TO APPLY: Submit completed City of Medina application, resume and letter of interest to: City of Medina, Attn: Rachel Baker, 501 Evergreen Point Road, Medina, WA 98039

JOB DESCRIPTION: Coordinates complex and/or sensitive administrative duties to support projects, programs, and services in the police department. Performs departmental budget analysis and reporting activities, responsible for office systems development and coordination, accountable for highly specialized functions such as accreditation systems management (WASPC or CALEA), property/evidence management, purchasing, tracking expenditures, inventory control, and compiling and maintaining data in support of varied departmental functions. This position is represented by Teamsters Local 763, representing public, professional, and office-clerical employees and drivers.

WORK SCHEDULE: This is a part time, job-share, Fair Labor Standards Act non-exempt position. The workweek will consist of either two or three days per week, not to exceed 20 hours per week. Work days will be Tuesday, Thursday, and/or Friday.

EDUCATION AND EXPERIENCE: A high school diploma or GED equivalent and three to four years progressively responsible clerical/administrative experience that includes budget/finance administration, and ability to: perform mathematical calculations involving percentages, decimals, and basic statistical analysis; type a minimum of 30 words per minute; perform data entry; operate MS Office software including Excel, Word, and Outlook; maintain detailed and accurate records, logs and accounting ledgers; provide considerable customer contact in person, phone and electronically; function effectively in a fast paced, team-based environment; and comply with strict standards of confidentiality. Any combination of education and experience which provides the applicant with the desired knowledge, skills and abilities to perform the job will be considered.

REQUIREMENTS FOR FINALISTS CONSIDERED FOR EMPLOYMENT: Must provide a copy of current motor vehicle driving record and must be able to pass a background investigation, including polygraph testing. Reference and consumer credit report checks will be conducted.

FORMS AND MATERIALS REQUIRED: A City of Medina application form, resume, and letter of interest detailing your background and describing how you meet or exceed the qualifications. Applications may be obtained at City Hall at 501 Evergreen Point Road, Medina, between 8:30 am and 5:00 pm, Monday through Friday or downloaded from the City's website at: www.medina-wa.gov.

CONTACT INFORMATION: Inquiries may be directed to Rachel Baker at 425-233-6400.