

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

GRADE: --

SALARY RANGE: \$85,000 - \$110,000*

* Commissioned Officers will be eligible for a pay increase equivalent to the pay range

POSITION TITLE: SECRETARY TO THE BOARD

DEPARTMENT: THE BOARD OF POLICE COMMISSIONERS

REPORTS TO: THE BOARD OF POLICE COMMISSIONERS

SUPERVISES: N/A

POSITION SUMMARY

Responsible for furthering the mission, vision, and strategic objectives of the St. Louis Metropolitan Police Department on behalf of the Board of Police Commissioners (the "Board").

Serves at the pleasure of the Board on behalf of the St. Louis Metropolitan Police Department. Responsibilities include serving as a liaison for the Board, performing administrative tasks related to the official business of the Board, serving as the appeal hearing clerk for disciplinary hearings, and acting as a delegate for the Board.

Carry out these objectives by working with other Department Divisions and elements, as well as external constituents.

FUNCTIONS OF THE JOB

Essential Functions

Board Liaison:

- Meet with the Board President and Board Attorney weekly to provide information regarding matters needing the Board's attention.
- Advise the Board regarding needs of the Department.
- Serve as liaison between the Chief and the Board on day-to-day matters.
- Serve as liaison between the Department Directors and the Board on day-to-day matters.

- Serve as liaison between the Department's Public Information Office and the Board on day-to-day matters.
- Serve as liaison between the City, the Mayor's Office, the City's Budget Director and other City officials and the Chief, Department Directors and the Board.
- Serve as liaison between the collective bargaining units and the Board on routine matters.

Administrative:

- Coordinate and schedule all Board meetings and events.
- Prepare agendas for all Board meetings, Board Executive Session meetings, Board Committee meetings, and Board Public Comment meetings.
- Post all agendas (except Board Executive Session meeting agendas) as required by the Missouri Sunshine Law.
- Attend all meetings of the Board, take minutes of meetings, record votes, publish as required by the Missouri Sunshine Law, and maintain minutes in official books and records for the Board.
- All confidential materials of the Board must be maintained in a secure, confidential manner and in compliance with the Missouri Sunshine Law.
- Coordinate and attend all Board Committee meetings, take minutes of meetings, records votes, publish as required by the Missouri Sunshine Law, and maintain minutes in official books and records for the Board.
- Attend all Board Public Comment meetings, take minutes, publish agendas as required by the Missouri Sunshine Law, and maintain minutes in official books and records for the Board.
- Maintain official books and records for the Board, including but not limited to Board oaths of office, bylaws, minutes, policies, and contracts.
- Manage the Board's webpage / website.

Appeal Hearing Clerk:

- Manage the Board's docket for all appeals, including but not limited to receive legal filings, date-stamp legal filings, and administer filing system.
- Provide required notices to all parties.
- Coordinate all appeal hearings with the general counsel of the Board.
- Schedule all appeal hearings, reserve rooms, and arrange seating for participants at hearings.
- Arrange for recordings of all appeal hearings.
- Attend all Board appeal hearings and Summary Board appeal hearings.

- Maintain records for all appeal proceedings on behalf of the Board.

Board Delegate:

- Authority to sign contracts and agreements approved by the Board, not otherwise signed by the Chief.
 - Authority to represent the Board as designated by the Board.
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QUALIFICATION REQUIREMENTS

Knowledge:

- Bachelor's Degree in Business Administration, Public Administration or a related field.

Experience:

- Three to five years of executive administrative, board support, legal secretary or government administrative experience.
- Public sector experience preferred.
- Must possess a valid Missouri Driver's License.

Skills and Abilities:

- Familiarity with government boards, law enforcement environments and procedures.
- Strong knowledge of administrative procedures.
- Strong organizational and time management skills with the ability to prioritize while meeting strict deadlines.
- Ability to maintain composure, professionalism and confidentiality under pressure.
- Ability to work independently with minimal supervision and exercise sound judgement.
- Apply common sense understanding to carry out instructions furnished in written or oral form.
- Ability to communicate effectively and professionally both written and oral.
- Ability to troubleshoot and solve problems.
- Ability to exercise extreme discretion regarding confidential information.
- Ability to deal with situations with multiple variables.
- Ability to work with a diverse group of individuals.
- Ability to negotiate.
- Ability to develop business relationships.
- Ability to develop processes and procedures.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
 - Telephone
 - Cell Phone
 - Copier/Fax Machine
 - Vehicle
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PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

Ability to lift/carry up to 20 pounds occasionally, visual activity, speech and hearing, hand/eye coordination, and manual dexterity necessary to operate a computer, telephone, office equipment, and operate a car.

Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, squatting, repetitive motion, and driving.

If you have questions, please contact Sara Koziacki, Director of Human Resources, at koziackis@stlouis-mo.gov