



Job Title: <u>Police Planner</u>		Job Number: 4120
Job Classification: <u>Office / Clerical</u>		Physical Type # 1
Reports to: Planning and Budget Manager	Department: Police – Support Services	Pay Grade: 222 Non-Exempt

**PRIMARY DUTY:** Under basic supervision, performs a variety of administrative and accounting functions for the Waco Police Department (WPD); reviews and processes accounts payable and billing documents, performs customer service duties.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of administrative services functions, including payroll, purchasing, inventory management, building security and grant program administration; collects, analyzes and reports administrative, technical and financial data; assists with budgets and monitors revenues and expenditures; completes special planning projects and administrative reports as assigned; duties may vary according to job assignment.
- Analyzes and summarizes administrative information and develops reports and technical presentations.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Prepares City Council Agenda items and Council presentations for the department.
- Driving is essential.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- City and WPD organization, operations, policies and procedures.
- Applicable state and federal rules and regulations.
- Principles of record keeping, accounting and records management.
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, strategic planning, customer service and personnel rules.
- Grant management procedures and research and reporting methods for grant funded programs.

**Skill in:**

- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree in Accounting, Business, Public Administration or a related field is required; AND two years’ experience in public sector administrative functions; OR an equivalent combination of education and experience.

**LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver’s License.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
  - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping - Applying pressure to an object with the fingers and palm.
  - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
  - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
  - Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The visual acuity requirements including color, depth perception and field vision:
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position:
  - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

## Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

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Employee's Signature

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Date

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Employee's Printed Name

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Employee Identification Number