

Executive Assistant, Chief of Police

Primary Location:

2800 E. Spring Creek Parkway, Plano, Texas, 75074

We are searching for candidates that meet the required qualifications and experience and are able to perform the essential duties and responsibilities.

Job Summary:

Provide advanced administrative support for Chief of Police, including daily coordination of the schedule of appointments, meetings, conferences (on and off campus) and travel arrangements. Take minutes when necessary. Prepare agenda and other documents and complete tasks assigned related to a variety of meetings.

Required Qualifications:

Essential Duties and Responsibilities

- Prepare a wide variety of forms, documents and reports, including contracts, financial records and forms, state or county documents and reports, board and division meetings, conferences, and travel records. Provide necessary backup or support assistance to the procurement quartermaster duties. Create and maintain a filing system as required by law. Proofread all work to ensure accuracy.
- Assist with writing documentation and correspondence, maintaining a high level of confidentiality. Prepare monthly reports in support of the Collin College master and strategic plan and the Collin College Police Department (CCPD) strategic plan.
- Assist with preparation, revision, implementation, maintenance and monitoring of the division budget. Order office supplies, equipment and services through appropriate purchasing system. Process numerous financial documents according to Business Office procedures.
- Ensure the Chief of Police is prepared for districtwide activities and events with essential support documents accurately and timely. Provide direct support for events, meetings, and activities involving the Collin College District Board of Trustees, President, Cabinet, Executive Leadership Team, Leadership Team, CCPD Command Staff, and other mission-critical outside agencies and institutions. Ensure the necessary PowerPoint, Prezi, Canva or other presentation materials are accurate and properly formatted to ensure effective communication.

- May assist in planning, hosting, and supporting official events sponsored by the District President's Office.
- Use current systems to acquire needed information on students, faculty loads, and budget. Maintain confidentiality in all matters related to the Chief of Police office, including organizational plans and human resources matters.
- Open, sort and distribute mail. Maintain filing system including correspondence and inventory records.
- Serve as backup to other Executive Assistants. May assist the District President and Executive Assistant to the President/Secretary to the Board of Trustees as needed.
- Maintain working knowledge of college policies and procedures and respond to emergency situations in a calm and professional manner.

Supplemental Functions

- Perform other duties as assigned.
- Perform all duties to maintain all standards in accordance with college policies, procedures, and Core Values.

Knowledge, Skills, and Abilities

- Knowledge of college policies, practices and procedures
- Knowledge of department software
- Knowledge of secretarial and office management practices and procedures
- Knowledge of Workday, MS Office Suite, including Outlook, as well as Prezi, Canva and purchasing software
- Supervisory skills
- Organizational skills
- Interpersonal skills
- Ability to operate office equipment
- Ability to handle daily mail and email correspondence
- Ability to manage confidential information and processes

- Ability to manage schedules and calendars

Physical Demands, Working Conditions and Physical Effort

Light Work - Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

Positions in this class typically include talking, hearing, seeing, grasping, standing, walking and repetitive motions, plus stooping, kneeling, crouching, and reaching.

Relatively free from unpleasant environmental conditions or hazards. Office environment.

Little physical effort required.

Requirements

Associate degree from an accredited institution and four (4) years of related experience OR equivalent combination of education and experience.

Preferred

Bachelor's degree from an accredited institution.

Equivalency Language

An additional two (2) years of related work experience may be substituted for the education requirement.

This position is Security Sensitive, therefore, candidates will be subject to a criminal background check.

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job as duties and responsibilities may change with business needs. Collin College reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Reasonable accommodations may be made by Collin College at its discretion to enable individuals with disabilities to perform essential functions.

Required & Preferred Qualifications (if applicable):

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.

Apply here: https://collin.wd1.myworkdayjobs.com/ExternalStaffCareerSite/job/Plano-Campus/Executive-Assistant-to-the-Chief-of-Police_R-6329

Hiring Minimum

\$53,145.00

Hiring Maximum

\$63,774.00

Collin College is an Equal Opportunity Employer and does not discriminate on the basis of any characteristic protected by applicable law.