

## KITSAP COUNTY CLASSIFICATION DESCRIPTION

**TITLE:** ADMINISTRATIVE ASSISTANT - TRAFFIC SAFETY COORDINATOR

**DEPARTMENT:** Sheriff's Office

**REPORTS TO:** Chief of Patrol

### **GENERAL STATEMENT:**

This appointed position provides complex, specialized, and difficult administrative program coordination and support to a countywide grant funded traffic safety program. As the coordinator for the Kitsap County Traffic Safety Task Force, the incumbent functions as the liaison between the County, Cities of Bainbridge Island, Port Orchard, Poulsbo, and Bremerton, Washington State Patrol, Washington State Traffic Safety Commission, and community and statewide organizations. The individual performs program and activity planning, provides education, information, and training, coordinates and writes grants, oversees the program budget, and participates on local and statewide planning committees.

Work is performed with minimum supervision or instruction, requiring sound judgment, good leadership, and initiative, with considerable latitude to develop sound procedures and practical systems within established guidelines. Work is reviewed by the supervisory staff through interactive observation and work product review. This is an "at will" appointed position. The employee's continued employment with the County is at the discretion of the Kitsap County Sheriff and may have their appointment revoked at any time with or without cause and without right to appeal.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all which may be found in the positions of this class.)

### Essential Job Functions:

Coordinate the activities of countywide traffic safety enforcement efforts assigned to the Kitsap County Traffic Safety Task Force. Assignments require the ability to work a varied, flexible work schedule. Coordinate traffic safety enforcement patrols with the assistance of an interagency Traffic Safety Task Force. Write and administer the Task Force contract. Prepare and monitor program budget.

Provide administrative support for the Traffic Safety Task Force Program. Operate a personal computer/computer terminal in the performance of assigned administrative duties. Accurately prepare reports, correspondence, forms, press releases, and other documents from general instructions, rough draft or corrected copy. Prepare meeting agendas, take notes at meetings, and prepare minutes. Organize, prepare materials, and provide staff support for conferences, workshops, public forums, training, etc. Receive and direct telephone calls, visitors, correspondence, and other records as required.

Schedule and arrange various meetings, programs, and events to promote traffic safety and DUI education. Coordinate activities and arrangements that require extensive contacts within and outside of the division and department. Schedule assigned work in line with general priorities established by supervisor; maintain calendar of due dates and initiate recurring work or special projects accordingly.

Act as liaison between Kitsap County and its partner agencies, Washington State Patrol, Washington State Traffic Safety Commission, and community and statewide organizations. Develop working relationships with agencies/organizations involved in substance abuse and impaired driving issues.

Educate and inform Task Force members, law enforcement officers, community organizations, military personnel, businesses and other organizations about impaired driving and traffic safety issues. Coordinate traffic law enforcement training with county law enforcement and other law enforcement related agencies. Travel to various locations to for training, education or seminar/conference attendance.

Work closely with the military, schools, and community organizations to conduct educational seminars and provide information related to traffic safety issues. Plan, implement and support student and school alcohol and drug free activities. Attend and participate in various community substance abuse prevention and law enforcement related activities. Develop and utilize community and statewide corporate resources to promote safe and sober driving activities.

Assist law enforcement agencies in seeking, writing, and managing various traffic safety related grants and funding.

Maintain various records, reports, and statistics relating to traffic safety. Undertake specially assigned administrative data research to develop or retrieve information from non-standard sources; compile and evaluate data to meet defined objectives. Conduct special studies and prepare reports as assigned. Assist with statistical analysis and prepares reports of assigned division activities.

Provide information to management regarding administrative supplies and needs. Research product information. Order office supplies and equipment for division, working with purchasing, as appropriate. Track purchases and receipts. Maintain annual equipment maintenance and inventory records.

Make travel arrangements as necessary.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

May be required to work over 40 hours in a workweek and to work a non-standard schedule, including working evenings. May be on-call and be required to respond to situations outside of regularly scheduled working hours.

#### Other Job Duties:

Provide back up for support staff as assigned.

Perform other related duties as required.

#### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed in an office environment a significant percentage of the time and may require sitting for long periods of time. Travel is required to attend both local and statewide events. Attendance at meetings, community events, etc. requires working a flexible work schedule that periodically includes evenings, weekends, and other non-standard hours. The ability to operate a computer and collect, assimilate and analyze data and information is required. Telephone and in-person contact with the public, special interest groups, government agencies and County departments and officials require the ability to communicate effectively. Must have the ability to work effectively with individuals and groups, and make public presentations. May require lifting materials weighing up to 30 pounds.

**KNOWLEDGE & ABILITIES:**

Knowledge of: Office administration practices, principles and techniques. Policies, procedures, and practices applicable to public office functions. Effective telephone techniques. Data collection procedures and methodology. Research and analysis methods. The use and care of personal computers and related peripherals. Computer software application programs including Word, Access, and Excel. General and specialized office practices and procedures including the correct and effective use of language and business arithmetic. DUI and traffic safety laws and issues. Criminal justice systems and understand their relation to traffic safety. Community resources.

Ability to: Communicate clearly, courteously, cooperatively, and effectively with people, in person or by telephone, from diverse racial, economic, and ethnic backgrounds. Learn federal and state laws, local ordinances, and established principles, practices and procedures as related to traffic safety. Maintain records, statistics, financial data and reports. Prioritize workload to meet deadlines. Type and enter data accurately. Take meeting minutes. Operate standard office equipment and machines, such as personal computers/computer terminals, calculators, copiers, fax machines and multi-line telephones. Express ideas and convey information effectively, both orally and in writing. Make public presentations. Establish and maintain effective working relationships with other employees and departments, public and private officials, attorneys, law enforcement personnel, and the general public. Effectively work under stressful conditions. Maintain a professional demeanor. Work cooperatively as a team member. Understand and execute complex oral and written directions. Apply good judgment and discretion in varied and often difficult situations. Learn County accounting and database systems. Keyboard accurately at a speed of 45 words per minute.

**QUALIFICATIONS:**

Four years of progressively responsible experience in office administration, research and/or analysis, which includes six months of word processing, personal computer or other computer experience, is required. One year of college or business school may be substituted on a month-for-month basis for up to one year of the required experience. Word processing experience in an office setting is required, preferably using Word. Additional experience with Microsoft Excel and Access is preferred.

**LICENSES, CERTIFICATES, & OTHER REQUIREMENTS:**

Must be able to pass a multi-phase testing process, which may include a police background check, hearing test, and polygraph test.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.