

City of Covington Job Posting
Assistant to Chief of Police

Date: April 2025

Department: Police Department

Grade Number: GR 6

FLSA Status: Non-Exempt; Full-Time

GENERAL PURPOSE/DEFINTION/JOB SUMMARY:

This position serves under the direction of the Chief of Police and performs specialized work requiring knowledge of city operations; extensive public contact with citizens, officials, and employees; and performs related work as required.

SUPERVISION RECEIVED:

Works under the supervision of the Chief of Police.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs functions requiring considerable discretion and specialized knowledge of police department operations.
- Coordinates, plans, and provides support on various administrative matters to achieve goals of the Chief's office.
- Assists in the development of short- and long-range plans; gathers, interprets, and prepares studies, reports, and makes recommendations.
- Provides administrative assistance in meeting management requirements; assembles background materials, attends meetings as required.
- Conducts assignments and responds to inquiries in the absence of specific instructions or supervision.
- Directs citizen request for service and complaints to appropriate personnel.
- Establishes and maintains a courteous and effective working relationship with a diverse public, city officials, volunteers, and employees.
- Contacts are made in person, in writing, and by telephone, while often under stressful conditions.
- Uses diplomacy and tact and works in a small team environment with high profile assignments and multiple short deadlines.

- Helps ensure that all operations are performed in compliance with applicable local, state, and federal laws.
- Assists with monitoring of the budget process to include entering files and submitting timesheets and memos that are directly related to Departmental payroll. This includes monitoring of budget balances for the Department in Local Government Records.
- Maintains record of and submits initial reports of Departmental employee's accrual and deductions of overtime, compensatory time, vacation time, sick leave, Family Medical Leave Act (FMLA), and workman's compensatory claims. Any discrepancies are to be reported to the employee's Division Commander for corrections and notification of employee.
- Maintains effective communication with Human Resources Staff to maintain compliance with City of Covington procedures and regulations for our employees.
- Prepares correspondence, activity reports, screens telephone calls, searches files, research, assembles information, complies, and maintains records.
- Maintains appointment calendar for the Chief; reserves meeting rooms, makes travel arrangements for the Chief.
- Maintains Departmental training schedules, travel arrangements, and training cost assessments.
- Ability to organize, formulate, and submit grants and related budget or procurement to include reporting and tracking processes.

PERIPHERAL DUTIES:

Maintains current updates on new laws and regulations affecting the organization.

DESIRED MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE/SKILLS:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, data processing, public relations or any equivalent combination of education and experience which demonstrates the capability to perform essential functions and responsibilities.
- Public Relations experience and computer literacy a must.
- Must possess a valid Tennessee driver's license or obtain one prior to employment.
- Has five (5) or more years serving upper management role in an office environment.
- Can comprehend, interpret, and apply regulations, procedures, and related information.
- Has excellent administrative, secretarial, organizational, clerical, and customer service skills.
- Competent in use of computers for word and data processing and records management.

- Demonstrate strong adaptability and the ability to manage changing priorities in a fast-paced environment.

PHYSICAL DEMANDS:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate testing including written and oral interview; background check; Final selection, pre-employment physical examination and drug test. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPENSATION AND BENEFITS

The compensation listed in this job description is specific to this position and takes into account a number of variables. This estimated range is based on various factors, including, but not limited to, job duties, experience, expertise, and established grades within our organization. A reasonable annual estimate of the range for this role based on the variables previously mentioned is: **\$35,260 – 49,369.**

Benefits include state provided medical, dental, and vision coverage, automatic enrollment and contribution to the Tennessee Consolidated Retirement System, 401(K) employee funded account, State

of Tennessee Employee Assistance Program, tuition reimbursement, and paid personal and sick leave through service accrual.

This job description supersedes any and all prior Assistant to the Chief of Police job descriptions.

EEOC Statement

The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, or veteran status and any other status that is now protected by applicable law or may be protected in the future. Such compliance will occur in all employment decisions and actions regarding matters such as, but not limited to, recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education, and education assistance.