



City of Bothell™

**CITY OF BOTHELL**  
invites applications for the position of:

# **Public Safety Administrative Coordinator**

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**SALARY:** \$5,433.00 - \$6,908.00 Monthly  
\$65,196.00 - \$82,896.00 Annually

**OPENING DATE:** 12/02/14

**CLOSING DATE:** 12/17/14 10:00 PM

**DEPARTMENT:** Police

**JOB TYPE:** Regular Full Time

**LOCATION:** Police Department: 18410 101st Ave. NE, Bothell

**POSITION DESCRIPTION:**

Under general supervision, coordinates administrative services, and performs complex technical support functions to support the operations of an assigned Public Safety Department.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Coordinates the administrative and financial operations of an assigned Public Safety Department; duties may vary according to job assignment.
- Coordinates budgeting activities, using knowledge of Department operations and City policy and procedures; coordinates development of budgets; analyzes operational data and develops technical justifications, narrative, graphs and charts for budget proposals; develops reports on budget activities.
- Maintains accounting records and associated filing systems; enters data into computer systems; updates accounts, compiles documentation, and generates reports; monitors and researches expenditures by category of expense and fund type; tracks payments and expenditures; verifies proper accounting for fund categories; notifies supervisors of adverse trends and unusual conditions.
- Develops or coordinates accounting functions; develops or coordinates processing of accounts payable & receivable, payroll, purchasing, financial reporting, and grants and special programs billing.
- Assists in managing compliance to Federal, state and local rules and policies, including personnel issues, grievances, disabilities, overtime, personnel status and performance evaluations.
- Provides information and assistance to employees and others having business with the City; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; refers matters requiring policy interpretation to supervisor for resolution.
- Answers questions and resolves issues where knowledge of City rules and regulations is necessary; interprets and reconciles issues relating to City policies and procedures.
- Composes and edits reports, correspondence and other documents on a wide variety of subjects requiring knowledge of City policies; updates and tracks a variety of electronic and paper files, records, reports, and related documents; may supervise or coordinate the work of administrative staff.
- Conducts and coordinates assigned projects; analyzes data, identifies issues and resolves problems; generates special and recurring operational reports.
- Maintains file integrity and confidentiality by monitoring records and assuring compliance to City policies and procedures; assures the accuracy of the electronic and paper filing systems.

- Depending upon area of assignment may: prepare financial planning and cost control procedures to manage public safety department budgets; plan, manage and direct the daily activities of support staff; assign workload, plan, prioritize and assign tasks and projects, train and coach staff; monitor work methods, develop staff skills and evaluate performance.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City goals and priorities in compliance with all policies and procedures.
- Maintains and enforces absolute confidentiality of work-related issues, client records and City information; monitors staff compliance to security procedures and privacy laws, policies and guidelines; performs related duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

Associate's Degree in Business or Public Administration, or related field; AND five years of administrative support and accounting experience; OR an equivalent combination of education, training and experience. Experience with City of Bothell Public Safety Departments is preferred.

**Knowledge of:**

- City organization, operations, policies and procedures.
- State and City budgeting and accounting rules for Public Sector financial management.
- City administration processes and procedures, including payroll and personnel rules.
- Current legislative, political, and economic trends in public safety agencies.
- Professional standards for business correspondence, writing, spelling and grammar.
- Business and personal computers, and spreadsheet software applications.
- Customer service standards and protocols.
- Principles of record keeping, records retention, records management, and file maintenance.
- Local community resources and regional community issues.
- Financial planning and cost control procedures to manage public safety department budget.

**Skill in:**

- Understanding, and applying relevant rules, ordinances, codes, regulations, policies, procedures, administrative orders and other governing regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Reviewing and monitoring accounting documents for accuracy and completeness.
- Planning, prioritizing and completing assignments with minimum supervision.
- Analyzing problems and identifying solutions.
- Writing complex reports and correspondence from brief instructions.
- Establishing and maintaining effective working relationships with co-workers, general public, elected officials, special interest groups, advocates, and representatives from other regional agencies.
- Dealing tactfully and courteously with the general public and others seeking information about City functions and activities.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS**

A valid Washington State Driver's License, Notary Certificate, and specific technical training certifications may be required.

**ADDITIONAL INFORMATION:****PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment.

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THE CITY VALUES DIVERSITY IN ITS WORKPLACE AND COMMUNITY. ALL QUALIFIED CANDIDATES ARE INVITED AND ENCOURAGED TO APPLY. THE CITY OF BOTHELL IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, MARITAL STATUS, RACE, COLOR, CREED, NATIONAL ORIGIN, SEXUAL ORIENTATION, AGE OR DISABILITY.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ci.bothell.wa.us/>

Position #2014-00046  
PUBLIC SAFETY ADMINISTRATIVE COORDINATOR  
SW

18305 101st Avenue NE  
Bothell, WA 98011

425-489-3437

[humanresources@ci.bothell.wa.us](mailto:humanresources@ci.bothell.wa.us)

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**Public Safety Administrative Coordinator Supplemental Questionnaire**

- \* 1. Each applicant must complete the supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes  
 No
- \* 2. The successful candidate will be required to go through a background investigation. Are you willing to participate in the mandatory background investigation, including, but not limited to a criminal history records check, polygraph and psychological evaluation?
- Yes  
 No
- \* 3. Please indicate your highest level of education.
- High School Diploma or GED  
 Some College, but no Degree  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree  
 None of the above
- \* 4. Do you have experience working for a police department or a public safety organization?
- Yes  
 No
- \* 5. Please indicate how many years of administrative support experience you have.
- No experience  
 Less than 1 year of experience  
 More than 1 year, but less than 3 years  
 More than 3 years, but less than 5 years  
 More than 5 years of experience
- \* 6. Please indicate your years of experience with bookkeeping and accounting work.
- No experience  
 Less than 1 year of experience  
 More than 1 year but less than 3 years  
 More than 3 years experience, but less than 5 years  
 More than 5 years experience
- \* 7. Please identify which computer software programs you have working experience with.
- MS Word  
 MS Excel  
 MS Power Point  
 MS Publisher  
 MS Outlook  
 MS Access  
 Adobe  
 Group Wise  
 Crystal Reports  
 Energov  
 Eden

- \* 8. Have you worked in a position where you handled confidential information?
  - Yes
  - No
- \* 9. Please explain what kind of confidential information you have worked with.
- \* 10. Please give us a brief definition of what customer service means to you.
- \* 11. What type of customer service have you provided?
  - Internal customers
  - External customers
  - Over the phone
  - In person
- \* 12. Please tell us about any accounting and billing software systems you have experience with.
- \* 13. Do you have experience collecting data and creating reports from the data, that includes charts and graphs?
  - Yes
  - No
- \* 14. Do you have work experience following local, state, and federal laws regarding funds?
  - Yes
  - No
- \* 15. Do you have experience with payroll reporting?
  - Yes
  - No
- \* 16. Do you have experience creating business budgets?
  - Yes
  - No
- \* 17. Do you have experience with asset replacement budgeting?
  - Yes
  - No
- \* 18. Do you have experience projecting economic trends?
  - Yes
  - No
- \* 19. Do you have experience with cost control procedures?
  - Yes
  - No
- \* 20. In regards to grants, please select all that you have experience with:
  - No experience with grants
  - Researching grants
  - Grant writing experience
  - Tracking grants

- \* 21. Do you have experience with website maintenance, such as uploading documents and information to a website?
  - Yes
  - No

- \* 22. Briefly tell us your thoughts on social media being used for community outreach.

\* Required Question