



POSITION DESCRIPTION

Class Title: Administrative Manager
Department: Police
Location: Police Department
FLSA Status: Non-Exempt
Updated: February 2026

GENERAL PURPOSE

Performs a variety of routine and complex clerical, supervisory and administrative work in the day-to-day operations of the Police Department.

SUPERVISION RECEIVED

Works under the supervision of the Chief of Police.

SUPERVISION EXERCISED

Exercises supervision over the crossing guard staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May assign work to achieve specific goals or projects, trains, evaluates and reviews progress and directs changes as needed.

Responds to citizens and assists as needed to complete any request for information in a timely manner.

Receives and handles telephone and computer messages.

Takes part in the hiring process of crossing guard staff.

Maintains schedule for clerical and crossing guard staff.

Prepares bi-weekly payroll for all police department employees.

Transcribes dictated confidential reports and oversees the completion of all other dictated reports and documents for the day-to-day operations of the police department.

Handles citizen requests for police services.

Handles open records request for police records.

Maintains petty cash accounts.

Processes all department invoices and ensures they are completed by the due dates.

Serves as Notary Public.

Assists the Chief of Police and other command staff with assigned projects when requested.

Observes and maintains confidentiality of all department information and activities.

Handles background checks for all city departments.

Assists in the yearly budget process.

Monitors the entrance of authorized personnel into secure area.

Prepares required monthly IBR (Incident Based Reporting) and UFAD (Use of Force and Arrest related Death) reports and ensures they are submitted timely to the state.

Handles all aspects of parking tickets, including sending late letters and registration suspensions with the state.

Maintain inventory of office and various other supplies and reorder as necessary.

Serves as administrator and validation officer for TIME system.

Assists with planning and coordinating special events the department participates in.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the principles and practices the police department; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.

Skill in operation of the listed tools and equipment.

Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff.

Working knowledge and understanding of legal and municipal resources.

Maintain ability to travel throughout the City for meetings and trainings.

Maintain prompt, predictable, and regular physical attendance.

Knowledge of Columbus streets, parks and businesses to assist citizens as needed.

QUALIFICATIONS

An associate's degree in clerical, secretarial and an administrative field; or

Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

A combination of education and progressively responsible experience will be considered.

TOOLS AND EQUIPMENT USED

Multi-line phone system; personal computer including word processing and spreadsheet software; police department specific software; copy machine; police radio; fax machine; calculator.

PHYSICAL REQUIREMENTS

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.

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 feel 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.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The City of Columbus is an Equal Opportunity Employer (EOE)

ACKNOWLEDGEMENT

I acknowledge that I have read the job description for my employment position with the City of Columbus, and I certify that I can perform these functions.

Employee Name – Please Print

Employee Signature

Date