



**City of Rollingwood, Texas**  
**Police Administrative Coordinator – Job Description and Community Profile**

**Department: Police**

**FLSA: Non-Exempt**

**Salary Range: \$55,000 - \$65,000**

The City of Rollingwood is seeking a Police Administrative Coordinator. Rollingwood is a picturesque community positioned on the west bank of Lady Bird Lake, between the City of West Lake Hills and the City of Austin. Rollingwood abuts the west side of Zilker Park, the site of many festivals, music concerts, and acres of open green space. With just over 1,500 citizens, Rollingwood has a diverse population of residents who love the feel of our close-knit small town. The topography of the neighborhood allows for walkability and the residents enjoy using the streets for exercising, walking dogs and riding bikes. There is no shortage of children playing throughout the neighborhood and everyone delights in the amenities of Rollingwood Park for outdoor recreation on ball fields, playgrounds, and trails. Rollingwood has been ranked as the best place in Texas to raise a family by Niche Magazine. In addition, Rollingwood has a growing commercial district featuring eateries, retail businesses and professional offices, which have helped position Rollingwood as a vibrant community for the future.

The City of Rollingwood is a Type A General Law City where the City Council is the governing body of the City consisting of five elected Council members and a Mayor; with the framework of City Administrator form of government.

**Police Administrative Coordinator**

Under the general direction of the Chief of Police, the Police Administrative Coordinator facilitates daily operations of the Police Department including administrative tasks and other clerical duties. This position coordinates community events, helps promote and maintain the positive social media presence of the Rollingwood Police Department, and interacts with City personnel, residents, and other governmental agencies. This position will learn to perform tasks associated with the tracking, handling, and safekeeping of property and evidence in compliance with state laws and department policies. The Administrative Coordinator must confidently relay requests from and under the authority of the Chief, and maintain a positive attitude.

This position is a full-time position and hours of work vary based upon departmental needs. May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.

## **The Ideal Candidate**

- Establishes and maintains an effective working relationship with all levels of management, City officials, vendors, government agencies, employees and the general public.
- Provides excellent public relations and customer service.
- Communicates effectively with tact and diplomacy.
- Exhibits good professional judgment, recognizes problems, and implements viable solutions.
- Proficiently uses general office machines, computers, and Microsoft Office applications.
- Works with frequent interruptions and changes in priorities and exhibits self-initiative.
- Effectively responds to a stressful or high-pressure environment handling emergency and non-emergency communication in a calm manner.
- Meets deadlines and performs in a multi-task environment.
- Prioritizes assigned duties to coordinate with last-minute tasks.
- Performs effectively while working independently or as part of a team.
- Exhibits regular, reliable and punctual attendance.

## **Essential Duties and Responsibilities**

- Provides administrative support to the department to include entering information into databases, processing budget and personnel paperwork, answering the phone, filing paperwork appropriately, and assisting walk-in customers.
- Administers daily Department office operations, promotes efficient workflow, and provides administrative and technical assistance to the Police Chief.
- Maintains a complete and detailed calendar of events for the Chief of Police by scheduling or arranging conferences, confirming meetings, making appointments, preparing background or briefing materials for meetings.
- Responsible for leave and time sheet approvals, training, work priorities, schedules, drug testing orders, performance evaluations.
- Assists Chief of Police in annual budget preparation, provides estimates for future purchases and tracks current expenditure accounts.
- Acts as primary financial contact for the Department, handles vendor negotiations, orders supplies and merchandise, accepts deliveries, and submits all receipts and purchase orders to the Finance Director.
- Communicates courteously with the general public, City staff, and Department personnel.
- Acts as the Department's Custodian of Records.
- Responds to requests for information from other law enforcement agencies, subpoenas, court documents, and assists with public information requests in coordination with the City Secretary.
- Ensures all required department reports are submitted in a timely manner including preparing state mandated reports, and other reports as required by statute or policy.
- Coordinates community events and assists with the promotion of the Rollingwood PD through social media.
- Works in coordination with Department to research statute of limitations on property, determine correct property disposition timeline, and barcode/mark items accordingly.
- Assists in conducting biannual audit of property room and dispose of property in accordance with state law and department policy.
- Makes moral and ethical decisions that conform to law and other applicable regulations.

- Processes confidential personnel documentation. Maintains all required TCOLE forms for new, existing, and departing employees.
- Administers Department's computer software, and learns and utilizes new computer applications including records management, ticket writing software, property, report writing, telephone and security.
- Dispenses all Department cases to appropriate court.
- Testifies completely and accurately in administrative, criminal and civil proceedings.
- Serves as Notary Public.

### **Travel and Training**

The City of Rollingwood is dedicated to the training and development of its employees and encourages employees to join professional organizations that will benefit them in their respective roles. The Police Administrative Coordinator may be required to travel locally during the business day as well as out of the area for daily/overnight trainings, seminars and conferences.

### **Supervision**

The Police Administrative Coordinator reports directly to the Chief of Police.

### **Benefits**

The City of Rollingwood provides excellent, competitive benefits for full-time employees. Please see the attached Benefits Page for a full listing of benefits for full-time employees of the City of Rollingwood.

### **Education & Experience**

- Preferred: Bachelor's Degree in Public Administration, Criminal Justice, Business Administration or related field
- Minimum: High school diploma or G.E.D.
- Knowledge of MS Office, to include Word, Excel, PowerPoint required.
- At least five years of general clerical/office experience required.
- Knowledge of typical administrative practices and processes associated with local government offices or functions, Federal and State laws governing the entry, storage, transfer, and disposition of evidence and property by law enforcement agencies, and social media platforms including how they should be used within a law enforcement setting.
- Prior experience working within law enforcement strongly preferred.
- Open Records/Public Information Act experience preferred.
- Knowledge of Tyler Technologies RMS / INCODE / BRAZOS software preferred.
- Knowledge of Coban in car video and body camera software preferred.

OR any combination of knowledge and experience that will result in a candidate successfully performing the essential functions of the job.

### **Conditions of Employment**

- Valid Texas Driver's License and the ability to pass a drug screen and criminal history check.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must have high school diploma or equivalent.
- Must have TAPEIT basic certification or be able to get certified within one year of hire.
- Must have Notary Public or ability to obtain within six months of hire.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. Management has the exclusive right to alter this job description at any time without notice. This job description is not an employment agreement or contract.

### **How to Apply**

Qualified applicants should submit a cover letter, resume, and completed city employment application via mail or delivery at 403 Nixon Drive, Rollingwood, Texas, 78746, attention: City Secretary, Desiree Adair, or submit it electronically to Desiree Adair at [dadair@rollingwoodtx.gov](mailto:dadair@rollingwoodtx.gov). Applicants can download the city application from the city website, [www.rollingwoodtx.gov](http://www.rollingwoodtx.gov) or can pick up the documents at Rollingwood City Hall at 403 Nixon Dr, Rollingwood, Texas 78746. First review of applications will be on December 22, 2023. Position is open until filled.

**City of Rollingwood**  
**Full-Time Employee Benefits**

Medical Benefits

- Health Insurance - 100% paid by the City for the Employee, option to add dependents
- Dental Insurance - 100% paid by the City for the Employee, option to add dependents
- Vision Insurance - 100% paid by the City for the Employee, option to add dependents
- Employee Life Insurance – 1x Base Annual Earnings, Max \$150,000
- Additional Life Insurance through TMRS equivalent to 12-month's salary if death occurs while you are an active employee
- Short-Term Disability
- Long-Term Disability
- Workers Compensation Insurance and 100% Salary Indemnity

Retirement Benefits

- Texas Municipal Retirement System (TMRS) 7% employee contribution, 2:1 City contribution, with 5-year vesting and 20-year retirement
- Optional Roth IRA Account with Mission Square Retirement (Formerly ICMA-RC)
- Optional Deferred Compensation Account with Mission Square Retirement (Formerly ICMA-RC)

Other Benefits

- COLA and Annual Anniversary Increases as determined by the City Council
- Paid Vacation based on years of service
- Paid sick days
- 15 Paid Holidays per year
- Longevity Pay
- Certification Pay for Police Department and Public Works Department
- Bilingual Pay
- Education Pay
- Bereavement Leave with Pay
- Administrative Absence with Pay for Jury Duty, Conferences, Voting
- City-paid training seminars
- City-paid licenses and associated training
- City-paid uniforms for outside departments
- Social Security and Medicare shared expenses