



Jackson Parish Police Jury

Secretary-Treasurer / Parish Administrator

Job Title:	Secretary-Treasurer / Parish Administrator
Location:	Police Jury Office – 160 Industrial Drive, Jonesboro, LA
Requirements:	Four (4) year college degree in Accounting/Finance, CPA certification preferred; five (5) years direct experience in management and supervision; advanced computer and data processing skills required; Class E Driver's License
FLSA Status:	Salary, non-exempt
Work Schedule:	7:30 AM – 4:30 PM (1-hour unpaid lunch break) Monday – Friday unless scheduled for weekend work, plus <i>all</i> Police Jury and associated committee meetings. On-call, holidays, weekends, overtime, etc. required when necessary

Description:

The Jackson Parish Police Jury appoints this position every two years in accordance with State Law. Must possess knowledge of federal, state, and local laws governing all aspects of local governmental operations; must have excellent oral, written, and interpersonal skills and is responsible for all correspondence conducted on behalf of the Jackson Parish Police Jury. Required to attend all public meetings of the Jackson Parish Police Jury and is responsible for preparing the official minutes of all meetings for publication and adoption. Also serves as Human Resources Manager, Equal Opportunity Officer, and Floodplain Administrator for the Police Jury. This position requires the ability to work without close supervision and possession of industrious work ethic.

Applicants must be knowledgeable and proficient in performing all accounting functions in accordance with Generally Accepted Accounting Principles, preparation of consolidated budgets, and responsible for compliance with procedures and policies under the jurisdiction of the Louisiana Legislative Auditor.

Responsibilities:

The responsibilities herein are intended to describe the general nature of work performed by this position, and are not to be construed as an exhaustive list of responsibilities, duties, and skills. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Jackson Parish Police Jury.

Administration (Secretary):

- Officially represent the Police Jury in the coordination and interaction with all outside agencies
- Coordinate with the Police Jury, Officers, Chairmen, etc. to establish public meeting agendas and documentation to be distributed to all members of the Police Jury
- Prepare standard items and documentation for all Police Jury and Committee meetings including collating prior meeting minutes, reports, purchase orders, and the monthly financial packet
- Responsible for official record keeping of all official proceedings of the Jackson Parish Police Jury
- Draft letters, forms, etc. for President's signature on all official correspondence
- Serve as custodian of all public records for the Jackson Parish Police Jury; responsible for responding to all public records requests in accordance with state law
- Design standard forms and procedures to be utilized organization-wide
- Possess a thorough understanding of all local ordinances and their applicability



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- Prepare official reports to various federal, state, and parish agencies, some concerning departmental activities
- Facilitate the general public relative to standard inquiries and/or grievances
- Have a thorough knowledge of the building permit process, regulations, and rules
- Administer over the security system of the Administrative Building and issue FOBs and set door locks as needed
- Directly supervise all administrative staff, coordinate with operations team and department leaders
- Administer over all personnel folders to ensure they are complete, accurate, and secure (review personnel files with employees if requested, per Personnel Policy)
- Be familiar with the process and all related documents for new hires, terminations, retirements, and other employee changes
- Oversee the annual employee training of ethics and harassment and the state reporting
- Administrate all general liability and accident claims as well as all worker's compensation claims for all departments
- Be responsible for policy development, payroll and reporting, and maintenance of Parish employee benefit plan and general insurance and worker's comp plans
- Determine when new policies or procedures are needed or when existing documents require amendments and perform the research and drafts for these documents for review and adoption by the Police Jury
- Address and resolve complaints and employee grievances
- Coordinate with 3rd party technology firm and assigned IT specialist on cyber security systems and monitoring and the general management of existing networks, email servers, and domains for all offices and departments
- Perform ongoing maintenance and content of the Parish website and Facebook accounts
- Possess extensive knowledge of computers and applicable software such as Microsoft Word, Excel, Outlook, Power Point, etc. and be proficient at training staff on required functions
- Serve as software administrator for all software platforms (financial system, time and attendance system, agendas & minutes system, telephone system, security system, grants portals, etc.)
- Coordinate with the Operations Manager in the day-to-day administration of the operations departments; provide support where needed
- Conduct and maintain proper safety procedures; maintenance of records involving vehicle usage, vehicle maintenance, building repairs, and fleet management
- Administer over all open bid proceedings including interpreting bid law to determine applicability, proper publishing of public notices in compliance with state law, and attend all bid openings, tabulate results, and prepare the documents for audit inspection
- Coordinate with the OEP Director for all FEMA submissions on behalf of the Parish for any emergencies/disasters.
- Be available during natural disasters to assist the Office of Homeland Security & Emergency Preparedness in civil defense and hazardous matter activities
- Express ideas clearly and concisely, both orally and in writing, to groups and individuals
- Possess independent management skills and extensive knowledge in public administration
- Possess qualifications of assertiveness, multi-tasking ability, verbal and written communication skills, grant proposal preparation skills, and interpersonal/human relation skills



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- Set forth a professional appearance and attitude on and off the job
- Follow safety procedures and practices as required, as well as wearing required safety equipment
- Perform other job-related duties as assigned

Treasury:

- Directly responsible for the preparation of all financial reports, audits, and financial statements for the Parish of Jackson
- Analyze and report on financial status of the Police Jury; direct preparation of all operating budgets and controls; review of Special Program budgets and controls
- Responsible for all purchasing of investment securities for the Jackson Parish Police Jury
- Monitor and track capital assets, disposals, and physical inventories and calculate depreciation
- Oversee all functions of the financial processes and procedures including, but not limited to, budgeting and forecasting, accounts payable, payroll processing, purchasing, permits and licensing, billing, and bank reconciliations
- Responsible for the monthly and year-end closing process including preparation of adjusting journal entries, bank reconciliations, year-end accruals, budget amendment recommendations, and general financial analysis
- Responsible for grant submissions and related reporting requirements
- Responsible for overseeing the timely filings of all state and federal reporting including 1099s, 1095s, W-2s, and all quarterly and annual payroll reporting
- Capable of performing day-to-day accounting functions when other staff is unavailable such as cash receipts, deposits, accounts payable, payroll, etc.
- Responsible for the design and preparation of cost estimates of small and large construction projects, new programs, capital purchases, etc.
- Preparation of budgets, cost estimates, and damage assessments to be presented to the Police Jury
- Provide requested information to auditors and coordinate with them on financial reporting
- Responsible for the work of others for accuracy and completeness

Distinguishing Characteristics of Job:

This position is a highly responsible classification in the Police Jury organization and is distinguished from other classifications by the skills and knowledge required and the performance of more difficult and complex tasks. Incumbents in this class are distinguished from other personnel by a greater knowledge of regulations, policies, and procedures. Employees in this class are responsible for the safe and efficient operation of assigned office duties.

Work may involve limited exposure to dirt, fumes, inclement weather and safety hazards. Incumbent may be required to work unscheduled overtime.

Normally works a regularly assigned shift; however, management has the ability to change the work schedule by sending members of this class home later in the same work week so that total hours actually worked in the work week will not exceed 40 hours.



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Minimum Qualifications:

To perform these responsibilities successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Permanently resides in Jackson Parish
- Must be 18 years of age
- Completion of 4-year degree in Accounting or Finance; CPA certification preferred
- Five (5) years direct experience in management and supervision
- Advanced computer and data processing skills with expertise in Microsoft Office Suite; additional software exposure preferred
- Class E Driver's License required
- Able to work safely in all weather conditions, including adverse conditions
- Understands, follows, and communicates oral and written instructions
- Able to sit and stand for extended periods of time

Knowledge, Skills & Abilities:

- Thorough understanding of general office procedures/practices, technical and/or specialized functions, policies and procedures of the Parish, Departments, and work units
- Effectively uses and operates a personal computer or word processing equipment at an acceptable level of proficiency as required for the position
- Able to prepare reports accurately
- Understands spelling, capitalization, punctuation, vocabulary, and rules of grammar
- Communicates effectively with a high level of written and verbal communication skills
- Understands and follows written and verbal instructions
- Advanced typing, proofing reading, and multi-tasking skills
- Research techniques and sourcing of available information
- Develops comprehensive recommendations from general written instructions
- Records and transcribes meeting minutes or notes
- Independently maintains responsibility for a variety of routine to complex clerical activities
- Able to comprehend and transmit complex and detailed instructions accurately
- Works independently in a fast-paced environment
- Excellent listening skills
- Excellent teambuilding and interpersonal skills
- Good decision making, analytical, and problem solving skills
- Communicates effectively and gets along with other co-workers and the public
- Punctual and reliable
- Maintains confidentiality of sensitive matters
- Effectively leads other employees and assists in the maintenance of smooth office operations
- Works effectively and productively with others; ability to remain neutral in situations where conflict may occur



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- Effectively coordinates, performs, and completes multiple duties and assignments concurrently and in a timely manner
- Physically able to perform the essential job functions of the classification
- Maintains a feeling of pride in work; strives to achieve all goals
- Adheres to work schedule and follows through on challenges as they arise
- Adheres to the Jackson Parish Police Jury's policies and rules that are set forth, promoting the Jackson Parish Police Jury's safety standards, and working with a sense of honesty and trustworthiness
- Thorough knowledge of the occupational hazards of the work and the necessary safety precautions required for the safe operation of assignments

Travel:

- Travel is primarily local during the business day, but some overnight travel may be required

Supervisory Responsibilities:

- This position has direct supervision over the Administrative Departments and coordinates with the Operations Manager to oversee and support the Road, Solid Waste, and Maintenance Departments.

Work Environment:

- The noise level in the work environment is usually quite while in the office 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.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and walk.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

Security Requirements:

Must be able to pass a background check and periodic drug screenings. Must be legally able to work in the United State of America.

Driving Requirements:

Valid Driver's License required. Employee must have a clean driving record and be able to transport to and from work. Ability to obtain and maintain insurance coverage by the Jackson Parish Police Jury's insurance carrier preferred. Periodic Motor Vehicle Reports are run and reviewed.



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EEO Statement:

The Jackson Parish Police Jury provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties:

Please Note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.