



# CITY OF CANBY

## JOB ANNOUNCEMENT

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### Administrative Supervisor / Police Records

Full Time / Exempt / Non Represented

Salary: \$58,860 - \$78,180 / annual salary, plus City paid PERS & Benefits

Opens: January 26, 2018

Closes: February 23, 2018 at 5:00 PM

Apply to: Human Resource Department  
City of Canby  
PO Box 930  
Canby, OR 97013  
(503) 266-0699 fax  
[zeibera@canbyoregon.gov](mailto:zeibera@canbyoregon.gov)

**SUMMARY AND REQUIREMENTS:** Perform a variety of supervisory, complex and confidential administrative support activities for the Canby Police Department. Plan, organize, delegate and/or perform diverse administrative support work for executive officers and their functions. Supervise police records and the administrative support functions of the Police Department. Support the Chief of Police and the Police Department's mission and goals. Manage the Accreditation function and coordinate the volunteer outreach programs at the department. Act as Law Enforcement Data Systems (LEDS) agency representative. Advanced knowledge of modern office administration. Experience with supervision, training and performance evaluation to include personnel conflict resolution and correction of performance deficiencies. Demonstrated proficiency with law enforcement programs. Graduation from an accredited college or university with an associate's degree in a related field which would provide the knowledge, skill and ability required of the position; and over five years of progressively responsible administrative support experience, including two years of supervisory experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. *(Refer to full Job Description for additional information and requirements.)*

**APPLICATION MATERIALS:** A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at Canby Civic Offices 222 NE 2<sup>nd</sup> Ave., Canby OR 97013, downloaded from <http://www.canbyoregon.gov/Jobs/jobopenings.htm>, or requested by mail by calling Human Resources at (503) 266-0635.

**SELECTION PROCESS:** Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation.

**NOTIFICATION:** Applicants who were not selected will be notified once the position has been filled.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.