

## **POLICE ADMINISTRATIVE SERVICES MANAGER**

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible managerial, professional and administrative work within the Police Department Finance section. This position provides professional staff support in the planning, development, analysis, coordination and implementation of the department's budget and departmental programs, operations, and functions and in the coordination of grant application and administration activities. This work is characterized by a high degree of knowledge, judgment and initiative in developing and implementing complex accounting processes in accordance with federal/state requirements, City guidelines and department policies. Work involves substantial project leadership, including managing and overseeing complex accounting projects; and extensive knowledge of financial requirements and public accounting processes. Under the general supervision of the Assistant Chief – Support Operations, the employee functions as an integral member of the Police Management Team by providing expertise in the areas of budget, program and staff analysis, grant management, management information, and administrative support. This position provides consultation at all levels of the organization and exercises a high level of, independent judgment and discretion in developing program goals and objectives.

#### Examples of Duties and Responsibilities:

Develop, analyze and administer the Police Department's capital and operating budgets. Perform budgetary planning and cost-benefit analysis. Provide justification for budgetary requests. Meet with Police Department managers and staff to discuss budget narratives and related data. Provide professional analytic expertise related to finances, contracts, purchasing and staffing. Prepare and present reports relating to budget requests and/or analysis. Participate, as required, as a member of the Department's labor negotiating team.

Manage integration of new financial processes within the Police systems including training of command level and professional staff. Maintain a high level of expertise in all aspects of the MUNIS financial system; including budgeting, grant and project management, payroll, purchasing, and billing. Review all guidelines developed by City Finance and provide adaptation to police processes as needed. Develop and implement improvements to a variety of existing accounting processes, internal fiscal control systems, and/or reporting practices.

Monitor Federal, State and private sources for the availability of supplemental funding. Coordinate and provide oversight in the development of grant applications, and the administration of federal, state, and local grants for a wide variety of police services. Coordinate the preparation of interim and final reports and data submissions.

Manage and lead all aspects of governmental fund accounting, including supervision of daily complex accounting transactions as they related to capital, operating and grant projects. Review and execute contracts.

Develop processes and procedures for the management of the accounts receivables and billing for the police department. Lead and supervise staff as they implement billing systems. Ensure compliance with required accounting practices.

Conduct periodic evaluation of financial processes at various districts and the training center in order to improve financial management and payroll practices. Provide training to supervisory and command level staff in financial management, budget processes and accounting standards and guidelines.

Actively participate as part of the management team in program planning and evaluation activities. Coordinate team efforts on administrative matters and special projects, as assigned. Develop and recommend operational and programmatic standards and procedures. Evaluate and recommend policy and procedural changes in areas such as: program budgeting, goal development and long-range planning, program and budget development, and expense control.

Design and implement administrative and operational analysis studies. Utilize statistical methods, cost-benefit analysis, computer assisted data manipulation, and other techniques of analysis to conduct research. Organize data into meaningful reports and recommend changes in policies, procedures, work assignments and programs based on findings.

Coordinate, evaluate and report on assigned projects/programs of a special and/or ongoing nature. Coordinate and conduct efficiency studies to determine the effectiveness of these and other programs.

Direct the development of necessary business systems and procedures to ensure efficient, effective operations and recordkeeping; and develop and monitor the fiscal systems of the Police Training Center. Review command level recommendations for changes in processes and/or programs at the Training Center. Assist with the development of revenue generating products and services at the Training Center. Oversee the analysis of return on investment reports and cost-benefit analyses.

Provide expertise and consultation to managers in the interpretation of City administrative polices and operating practices. Provide liaison with City Finance Department, Human Resources, Information Technology, and other city departments in efficiently conducting departmental business. Develop internal administrative systems and controls.

Coordinate the development, implementation and maintenance of the departments scheduling and payroll system. Analyze hardware and software requests and coordinate with the Information Technology Department. Lead department teams in the review,

development and implementation of such projects as the computer-aided report entry system and mobile terminal/PC installation in police vehicles. Evaluate technological advances as they relate to departmental functions.

Attend meetings to provide expertise in the areas of budget, operational analysis, and/or administration. Analyze pending legislation and administrative rules and report their potential impact to the Chief of Police and senior staff. Represent the Department before the Board of Estimates, Public Safety Review Board, or other policy makers as assigned by the Chief of Police.

Plan, organize, coordinate supervise and evaluate the programs, functions, services and staff in the Finance section of the Police Department. Oversee the hiring, training, evaluation and discipline of the financial unit professional, administrative and clerical staff. Respond to employee grievances. Resolve issues within project teams. Coordinate schedules and work hours. Prioritize and assign work. Evaluate staff performance and develop approaches to improve performance when necessary. Oversee the resolution of operational or systems problems.

Analyze pending legislation and administrative rules, and report potential impact to the Police Chief and senior staff.

Perform related work as required.

## QUALIFICATIONS

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and practices of business management and public administration. Thorough knowledge of budgetary, financial and accounting principles and practices. Thorough knowledge of computerized data systems, including their utilization in accounting, finance, data manipulation and projections, and budget development and monitoring. Thorough knowledge of general office procedures and supervisory principles and practices. Working knowledge of and ability to use computers and software as applicable to the duties of this position. Ability to develop, administer and monitor policies and administrative procedures applicable to Police Department programs. Ability to train command level staff in financial procedures. Ability to apply accounting theory to a wide variety of operations problems. Ability to supervise and/or perform financial audits. Ability to work with a variety of accounting/financial systems and/or database application. Ability to write clear and concise reports.. Ability to conduct complex analytical studies of Police Department operations and functions. Ability to prepare capital and operating budgets and comprehensive written reports and to develop and present persuasive recommendations orally and in writing. Ability to supervise administrative and clerical staff. Ability to develop and maintain effective working relationships with staff, other agencies and the general public. Ability to evaluate centralized administrative support services and to recommend and implement changes. Ability to communicate effectively, both orally and in writing. Ability to work

independently, determine work priorities, and meet deadlines. Ability to maintain adequate attendance.

**Training and Experience:**

Generally, positions in this classification will require:

Three years of responsible leadership experience in developing and implementing professional accounting and administrative programs and systems, including fiscal planning and analysis, financial and operational evaluation of projects or programs, and budget development. Such experience would normally be gained after graduation from a four-year college with a degree in Accounting or Finance. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

The incumbent will be expected to attend meetings that occur outside regular work hours, including evenings and weekends.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Police Department	18	14

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

Date