

POLICE GRANTS SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Police Grants Specialist is responsible for generating, monitoring, and analyzing financial reports and documents, in addition to grants coordination and management. Duties include: tracking and management of the more technical grants awarded to the Police Department which have more stringent rules and regulations regarding what is authorized under these grants, as well as reporting requirements (example: Federal Stimulus and Homeland Security); overseeing the financial tracking, reconciling, and reporting of all other active grants awarded to the Police Department to ensure proper accounting procedures; assisting with budget related work in the budget system and coordinating with City Financial Services as needed; reformatting and manipulating budget/actual reports into usable formats and coordinating with the different divisions within the Police Department; and monitoring department expenditures and working on special financial tracking projects as needed, such as revenues and expenditures related to towing impound fees and overtime costs for special events. The Police Grants Specialist may supervise paraprofessional and/or clerical staff. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Financial Specialist class by the more technical work performed and overall oversight with respect to grants management, as well as the additional financial tracking projects and budget work. The Police Grants Specialist is supervised by the Financial Coordinator. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public or Business Administration, or a related field. Considerable (3 - 5 years) professional-level experience in finance, accounting, or a closely related field.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Experience utilizing computerized or personal computer (PC) based financial systems.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, and management to explain and interpret accounting practices and policies, and answers budget and grant funding questions from staff and management. Instructs and/or trains staff regarding accounting procedures. Prepares written documents such as accounting procedures, research reports, budget reports, grant reports, and related spreadsheets with clearly organized thoughts and using proper sentence structure, punctuation, grammar, and using appropriate accounting principles in order to ensure compliance with City and federal regulations and policies.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, administrative regulations, federal regulations, and City policies. Inspects, monitors, and/or evaluates information involving standards, regulations, and/or guidelines. Operates a variety of standard office equipment (examples: PC, printers, calculators, copiers, etc.) to perform statistical analysis, prepare documents, reports, and spreadsheets, and check the accuracy of financial data. Enters data or information into a PC. Prepares and/or updates schedules, graphs, or similar charts in order to prepare reports and spreadsheets. Attends meetings. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and/or directs activities related to financial grant management. Supervises and evaluates the work of subordinate personnel who perform department/division accounting functions. Prioritizes own work, including special projects, monthly/quarterly/annual reports, supervisory duties, meetings, etc. Resolves procedural and other work-related problems. Coordinates work activities, program functions, and financial work activities with appropriate City departments. Conducts research and analyses data to produce financial and cost analysis. Performs mathematical calculations, statistical computations, and financial and/or cost analysis. Prepares or assists in preparing the forms and documents used in budget preparation, entering, and verifying data, and assisting in the preparation of the overall budget or preparing a portion of the budget. Comprehends and makes inferences from written material (examples: budgets, financial reports, grants, written instructions/procedures, etc.) to create spreadsheets and statistical reports, and to prepare reports, documents, etc., according to procedures. Learns job-related material through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

generally accepted techniques for compiling, verifying, and analyzing accounting data;
procedures, methods, and forms associated with automated accounting systems;
the general principles and practices of bookkeeping and accounts maintenance;
fundamentals of generally accepted financial and accounting principles and practices;
federal program regulations and financial reporting requirements;
PC software for spreadsheet and database applications;
statistical analysis principles and methods applicable to the budget/financial process;

principles and practices of public administration and government organization;
state and federal grants and funding sources;
research methods and techniques as applied to financial analysis and planning;
cost accounting procedures and practices and their relationships to program budgeting; and
principles, practices, and methods of supervision.

Ability to:

interpret operating procedures/guidelines to resolve unusual work problems and explain them to others;
review division financial activities for purposes of promoting more efficient operations;
research and provide assistance to management concerning management reports, disbursement of funds,
and the resolution of budget concerns;
maintain journals, registers, and control reports relating to the expenditure system; and
apply the principles, practices, and methods of supervision.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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MR/js

CS4655.DOCX

EEO-Prof

JOB FCTN-FIN

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY RANGE: 51

IND-8810

SWORN-N

Non-DOT Random-N

DOT-N

INCREMENTS-78-200