

POLICE FISCAL MANAGER

JOB DESCRIPTION

Classification Responsibilities: A Police Fiscal Manager is responsible for overseeing and coordinating the budgeting and fiscal planning for the Police Department. Duties include: assisting and training all regular and senior staff members with the preparation of the budget and monitoring expenditures; preparing the department's capital improvement plan; and monitoring special accounts including bond programs and the asset forfeiture account. The incumbent is required to oversee the monitoring and analyzing of overtime costs for the department and present an analysis of the information to Police Administration. The incumbent is also responsible for overseeing the following: preparation of all federal and state grant requests for the department, management and administration of department grants, and partnerships with funding agencies. Work also includes overseeing the coordination of performance measurements that relate to the overall operations of the Police Department. This class supervises professional, paraprofessional, and administrative support staff who are responsible for facilities, fiscal and budget management, financial audits, grants, fleet management, procurement, and supply. The Police Fiscal Manager may be given special assignments from Police Administration such as the coordination of capital improvement projects, which involves acting as a liaison with City Engineering, architects, and contractors. In addition, an incumbent is responsible for: reviewing various operational phases of the Police Department, analyzing and studying proposed equipment purchases, representing the department as liaison with other agencies, and analyzing and making recommendations/presentations for implementing best business practices to upper-level management. This class performs related duties as required.

Distinguishing Features: An employee in this class performs professional-level duties related to the fiscal management activities of the Police Department. Supervision is received from an Assistant Police Chief who reviews work through meetings, conferences, and overall results achieved. The Police Fiscal Manager can be distinguished from Financial Services' Budget Coordinator class by the former's additional responsibilities in coordinating multiple fiscal- and budget-related functions for the largest department in the City as well as supervision of a larger staff. This class is FLSA exempt-professional.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, or a related field. Extensive (5+ years) professional-level experience in budget preparation, statistical analysis, accounting, auditing, or a closely related financial/fiscal activity. At least three years of supervisory experience is required.

Special Requirement(s). Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

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

Preferred/Desirable Qualification(s). Graduation from an accredited college or university with a Master's Degree in a related field is preferred.

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 other City employees and management in order to provide budget information and expenditure status. Prepares written documents including budget materials, memos, financial and management reports, recommendations, and performance evaluations with clearly organized thoughts using proper sentence structure, punctuation, and grammar. Explains and presents technical budget and financial information in non-technical formats.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations such as Occupational Safety and Health Administration (OSHA) standards, and other guidelines including account codes and purchasing regulations. Inspects, monitors, and/or evaluates information. Attends meetings. Operates a variety of standard office equipment

Mental: Plans and organizes the Financial Services Division of the Police Department. Supervises and evaluates the work of professional, paraprofessional, and administrative support staff. Prioritizes and assigns work to subordinate personnel. Prioritizes subordinates' and own work. Identifies and resolves operational, procedural, and budgetary problems, and makes viable recommendations to Police Administration. Coordinates program functions by monitoring grants, capital outlay purchases, and budget categories. Develops departmental short- and long-term fiscal objectives and other plans such as financial forecasts and the capital improvement plan. Conducts research and/or analyzes data from budget reports to ensure expenditures follow accounting guidelines. Performs mathematical calculations, statistical computations, and financial/cost analyses in order to prepare the Police Department budget and other financial reports. Comprehends and makes inferences from written material from Police Department staff members and City budgeting personnel in order to make revenue and expense projections.

Knowledge/Skill/Abilities:

Knowledge of:

criminal justice systems;
research and design techniques, methods, and procedures;
the 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;
governmental and service contract requirements; and
the principles of supervision.

Skill in planning, organizing, and coordinating the timely completion of department fiscal and/or administrative projects and activities.

Ability to:

design and implement research studies;
communicate and coordinate with engineers, architects, contractors, and other personnel involved in Police Department capital improvement projects;
establish and maintain effective working relationships with coworkers, management, sworn personnel, and employees of other departments and agencies;
write clearly and concisely, and give oral and written presentations of ideas;
oversee and maintain the budget for the entire department which includes working closely with the divisions to ensure accuracy;
explain technical budgetary problems in simple non-technical language;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions; and
establish and maintain effective working relationships with City officials, department managers, coworkers, vendors, citizens, and other government officials.

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.

Revised to Update Increments 8/15

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PAY GRADE: 58

EEO-Prof

NDOT SAFETY-No

SECURITY-Yes

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-FIN

SWORN-No

INCREMENTS 42-200