

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Administrator, Police Fiscal Management	GRADE:	Prof IV
DEPARTMENT:	Police Administration	JOB NO:	2005
DIVISION:	Police Administration	DATE:	3/25/12
REPORTS TO:	Chief of Police	FLSA STATUS:	EX
FULL-TIME:xxx	PART-TIME:	TEMPORARY:	COST CENTER: 201
REPLACES:	Administrator, Police Fiscal Management	DATE:	10/24/2010

JOB SUMMARY STATEMENT:

Manages the Police Department's Budget, Fiscal Management and Grant Sections which include day-to-day financial operations, project expenditures, purchasing/distribution; preparation and execution of the department's annual operating budget and Capital Improvement Program budget, and all grants and grant related activities. Manages the processing of false alarm calls and citizens education on alarm prevention and City alarm policies.

DUTIES AND RESPONSIBILITIES:

1. Manages the department's day-to-day financial operations, purchasing, accounts payable, and false alarms. Directs, supervises and evaluates staff.
2. Manages the police department's operating and capital improvement program budgets. Prepares, coordinates and reviews the development and preparation of the department's annual operating and capital improvement program, budgets. Monitors all expenditures and manages the preparation of financial forecasts and projections. Provides key financial and budget funding recommendations to appropriate police personnel for their management decision making process, which includes, but is not limited to, key personnel movement and hiring decisions and the purchase of goods and services throughout the year. Makes recommendations on funding sources of costs associated with multi-million dollar capital improvement program projects.
3. Manages all grant and grant related activities for the police department. Coordinates the preparation of all grant monthly, quarterly and annual reports to ensure compliance with state and federal regulations. Researches grant information via the Internet, publications and grant announcements to determine applicability and viability of available grant(s). Acts as the police department's direct liaison with grant agencies. Advises Chief of Police and appropriate police personnel on all grant related possibilities, applications and matters.
4. Advisor to the Chief of Police, Lt. Colonels, Majors, Captains, and other police department employees on financial, budget and grant matters. Researches, prepares and presents special projects as requested or assigned.
5. Provides detailed analysis of financial related projects of the Police Department. Interprets data for appropriate police personnel and makes suggestions on courses of action.
6. Reviews and approves Police Department expenditures and purchase orders up to present dollar limits as approved by the Chief of Police.
7. Oversees the police department's procurement of bid items to ensure compliance with City Operating Procedures. Advisor to police personnel on the procurement of police department goods and services.
8. Keeps abreast of current financial theory and practice information and governmental accounting development/trends.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

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10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelors degree in Accounting or related field of study, or an equivalent combination of education and work experience. Certified Public Accountant preferred.

EXPERIENCE:

- Eight years of progressive experience in accounting, budgeting, and financial management, with three years supervisory experience.

SKILLS:

- Analytical skills
- Attention to detail
- Advanced mathematical and accounting skills
- Team-building skills
- Multi-task skills
- Good decision making skills
- Budget-related skills
- Must have a good working knowledge of personal computers and software including word-processing and spreadsheet applications.
- Facilitation skills
- Interpersonal skills
- Leadership skills
- Project management skills
- Working knowledge of public sector administration
- Public speaking/presentation skills
- Supervisory skills
- Excellent written and oral communication skills
- Time management skills

MENTAL REQUIREMENTS:

- Ability to meet deadlines
- Ability to train and guide others
- Diplomacy and judgment
- Ability to make decisions on a continuous basis
- Ability to read and comprehend requirements of grants
- Ability to recognize and protect confidential information
- Ability to prioritize multiple tasks
- Ability to read and comprehend federal, state, and local policies and regulations
- Ability to carry out assignments through oral and written communications
- Ability to work independently
- Ability to work in a hectic environment with many interruptions
- Ability to analyze and recommend possible solutions
- Ability to learn and understand PC software applications
- Alpha and numeric recognition

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PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer and operate videotape and other electronic equipment
- Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen
- Ability to make and receive phone calls

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Administrative Assistant
 - Alarm Coordinator

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.