

## POLICE BUSINESS MANAGER

### NATURE OF WORK

This is responsible administrative work leading and managing business operations for the Police Department.

Work involves responsibility for budget and procurement activities, payroll and human resources, service vendor contracts compliance and grant financial tracking and reporting. Work includes developing improved methods and procedures for department operation; participating in the preparation, presentation and administration of the budget; preparing and submitting a variety of statistical and operational reports; preparation, routing and record keeping of various Human Resources responsibilities including payroll, executive orders, director's orders, FMLA, training/travel processing and the respective personnel orders associated; assistance with contracts, billing and payments of outside employment requests; and serves as grant manager. Work is performed independently with work being reviewed by an administrative superior in the form of written reports, direct reporting and results achieved. Supervision is exercised over subordinate staff.

### EXAMPLES OF WORK PERFORMED

Supervises, directs, and evaluates assigned staff, including establishing workloads; prioritizes work assignments; evaluates employee performance; develops, interprets, and enforces policies and procedures; resolves staff issues.

Coordinates the accounting payments, auditing and reporting of City Special Funds for use by multiple agencies.

Oversees the payroll functions of the department, ensuring information is correct and properly shared with City Finance staff; assists in the administration of outside employment including contract and insurance compliance, posting and payment for department staff.

Monitors and ensures compliance with all requirements for awarded grants; serves as a grant fund manager ensuring the effective reimbursement, payments and accounting of funds in accordance with grant requirements; ensures that financial reports are submitted according to grant guidelines, payment records are verified, and invoices are reviewed for accuracy.

Oversees the development and implementation of various departmental projects; participates in the analysis and identification of current and future needs; develops analysis methodology and reporting forms; provides direction and acts as a resource to other divisions.

Develops, prepares, and manages the Police Department budget, including collaborating with the Chief of Police and the leadership team to establish budgetary goals, coordinating expenditures, initiating budget adjustment, and assisting with budget presentations.

Completes or assists in the completion of executive/director's orders and other Human Resources related documents.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of police department policies and procedures, federal and state law enforcement policies and procedures, city ordinances, and union contracts.

Considerable knowledge of the principles of management and organization.

Considerable knowledge of the principles, methods, and practices of municipal finance, budgeting and accounting.

Considerable knowledge of grant processing including on-line reporting processes, problem solving and administration.

Knowledge of research techniques, methods, and procedures.

Ability to coordinate, manage, and/or correlate data including referencing data analysis to determine necessity for revision of organizational components and in the formulation of operational strategy.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to build partnerships and work collaboratively with others across the organization to achieve shared objectives.

Ability to communicate effectively both orally and in writing.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, accounting or related field plus six years of experience in a responsible administrative or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

9/22

PS3130