

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: Fiscal Affairs & Police Administrative Manager (Job Code 400)**

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#### **GENERAL STATEMENT OF JOB**

Under the general direction of the Chief of Police, this is a highly specialized responsible administrative and managerial position involving complex administrative and technical work in the preparation and maintenance of a department budget. The individual is responsible for performing a variety of technical, financial, and administrative duties requiring a high degree of confidentiality and expert knowledge of multiple areas including budgets, financial forecasting, payroll, grants, project management and assistance in meeting the overall goals of the department including strategic and financial planning, budget preparation and analysis. Work includes, but is not limited to, preparing, monitoring, and managing the department budget; providing financial analysis and reports; providing budgetary/technical support to department management and staff; and supervision of the day-to-day operations of the department. Responsible for accounting and purchasing as well as planning and implementing new program initiatives. Work may include customer service functions and interaction with the public, and management of division resources to ensure proper allocation of personnel. The incumbent will evaluate needs and direct issues to the appropriate division or staff for resolution, and evaluate resources allocated to staff to promote efficient operations. This position works under minimal supervision, must exhibit a high level of sound independent judgment, and represents the department in dealing with other departments and offices.

Incumbent provides assistance to the Chief of Police, and all staff of the Chief of Police's Office (including Majors), in the daily operations of the department administration, special projects, equipment procurement, and special events. Work involves administrative functions of a complex nature requiring research and evaluation relative to the daily operations of the Chief of Police's Office. Work is performed under the administrative direction of the Chief of Police and is reviewed through reports, conferences, and results attained.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description.**

Manages the Fiscal Affairs of the Police Department, including budgeting.

Manages the Purchasing and Procurement of all expenditures from a wide variety of sources, including budgeted items, federal forfeiture, state forfeiture, impact fees, grants, etc., various sources, requiring extensive knowledge on purchasing rules and regulations for each source.

Manages and supervises non-bargaining employees and assigned personnel. Assigns, schedules, directs, and evaluates the work activities of subordinate personnel within the department.

Manages the day-to-day office necessities and schedules for the Chief of Police and Senior Command Staff.

Coordinates meetings for the Chief of Police and Senior Command Staff with City staff, outside organizations, various groups, organizations, and committees.

Performs special projects and delegates tasks as assigned by the Chief of Police and Senior Command Staff.

Performs and oversees a variety of essential record keeping duties and manages department record keeping and filing system including contracts, resolutions and purchasing documents.

Performs and oversees customer service activities, which includes responding to in-person or telephone inquiries, greeting the public, providing information on departmental services and functions, and directing callers to appropriate personnel.

Performs and oversees payroll functions, such as preparing bi-weekly payroll, entering additional compensation slips, preparing employee action forms, maintaining timekeeping information, and processing and submitting information to the Human Resources Department.

Works directly with department directors and key supervisory personnel in City departments as required on a day-to-day basis to ensure that purchasing guidelines are followed.

Prepares, monitors, and processes purchasing requisitions, check requests, change orders and invoices. Oversees the reconciliation of all departmental purchasing card transactions.

Responsible for budget preparation for department director review and approval; prepares budget transfers, tracks various police grants, forfeiture accounts and special projects.

Implements, monitors, and evaluates budget policies and procedures, making recommendations as needed.

Performs complex budgetary and financial analysis; continually monitors spending; and provides management support for budget-related issues.

Prepares regular and special financial reports i.e., FDLE forfeiture reporting, and request statements as required by management.

Verifies detail revenues and expenditures.

Responsible for overseeing adherence to contractual items such as uniform allowance, time accruals/banks, assignment pay, K9 benefits, eye exam/wear and tuition reimbursement, etc.

Requisitions supplies and equipment, performs follow up on outstanding requests, orders, inaccuracies, invoices, and insufficient information to ensure accuracy and adherence to policies and standards, and updates.

Generates and oversees correspondence, agendas, minutes, work orders, reports, and other relevant materials appropriate to assigned unit.

May interact with high-level professional employees in the preparation of complex legal documents, policies, procedures, and reports.

May take the lead on administrative aspects related to payroll and time-keeping tracking system for a large department.

May lead the work of staff in the preparation of monthly operations and reconciliations reports, reimbursement reports, and other reports as needed.

Responsible for staying current with all employment contracts.

May monitor procedures, requests, and decisions to make sure they are compliant with current employment contracts.

May provide customer service and act as back-up support for other City positions. Performs related work as assigned and/or required.

Performs emergency response duties as necessary.

## **MINIMUM TRAINING AND EXPERIENCE**

Must possess an Associate degree, with a minimum of two (2) years of full-time work experience in a municipal or a county government position. Position requires an emphasis in advanced office functions, supplemented by five (5) years of progressively responsible office support experience, or an equivalent combination of training and experience.

Must be able to obtain/maintain State of Florida Notary Public status.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping, some lifting and carrying of objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read and write in standard English, and read a variety of materials relevant to government, legal, and/or City administration operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems and draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages. Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: The ability to differentiate between colors or shades of color may depend upon the department assigned.

Interpersonal Temperament: Requires the ability to deal effectively with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

**Physical Communication:** Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed inside with potential for exposure to adverse conditions, such as dirt and/or dust.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of advanced office support functions, including knowledge of Microsoft Suite.

Knowledge of business English, the application of such to a variety of formats and styles and editing principles and techniques.

Knowledge of report and record keeping principles and techniques.

Knowledge of filing principles and methods. Knowledge of departmental terminology.

Knowledge of department and City rules, regulations, policies, and procedures. Ability to maintain a high level of confidentiality.

Skilled in both written and oral communications for effective expression and clarity.

Skilled in keyboarding and using various software programs.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff, and other department personnel.

Ability to analyze, organize, and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously, while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date