



City of Annapolis
Office of Human Resources
 145 Gorman Street, 2nd Fl
 Annapolis, MD 21401-2535

· 410-263-7998 · Fax 410-295-7999 · Deaf, hard of hearing or speech disability – Use MD Relay or 711
 · www.annapolis.gov

Position Vacancy Announcement

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|--------------|--------------------------------------|--------------|-------------------------|
| Position | <u>Police Administrative Manager</u> | Opening date | <u>October 7, 2020</u> |
| Department | <u>Police</u> | Closing date | <u>October 21, 2020</u> |
| Salary range | <u>\$70,615</u> | | <u>\$119,041 (A15)</u> |

JOB SUMMARY

This is a professional management analyst position that is responsible for performing complex fiscal and grants management functions within the Police Department. It calls for initiative in the analysis of budget and management programs and the development of solutions, including the needed supporting reports. This is advanced level professional work in areas such as budgeting, procurement, payroll and benefits management, grant administration, personnel and contracts administration, records management, and office automation. The work is performed under the general direction of the commander of the Administrative Services Section. Does other related work as required.

ESSENTIAL JOB FUNCTIONS

- Researches, drafts and prepares department operating and capital improvement budgets;
- Composes budget revisions, enhancements and supplemental appropriations as needed;
- Analyzes revenues and expenses for current and past fiscal years, making estimates for the next fiscal year;
- Appears at hearings to answer questions and present justifications for line items in police budget;
- Develops, coordinates and manages departmental contracts including writing requests for proposals and related correspondence, designing departmental forms, serving as contact person for the administration of contracts and authorizing contract payments;
- Manages the department's grant activities, including the application review and submission, award notices, agreement preparation, Finance Committee presentation, grant reporting and monitoring, and disbursements;
- Facilitates City's grants processes for the department, including oversight of City approvals, budgetary allocations and financial reporting;
- Maintains liaison with Human Resources, Office of Law, and Finance Department in order to coordinate personnel matters, including but not limited to: position and risk management, workers compensation and benefits issues;
- Acts as the department's liaison with the Finance Committee;
- Advises department head and other principle managers on financial matters and best practices;
- Ensures departmental compliance with the City's Financial and Procurement Policies and Procedures;
- Coordinates the procurement and acquisition of departmental equipment, supplies, and contractual services with vendors;

- Acts as lead liaison between vendors and department;
- Manages, coordinates and maintains State and Federal asset forfeitures, including; compliance with forfeiture policy and procedures, submissions, appropriations, expenditures and reporting;
- Coordinates efforts and maintains all contract and fiscal oversights of Federal Task Force groups, including, contract overtime, disbursements and reimbursements;
- Responsible for maintaining the annual budget and capital appropriations, including implementing fiscal measures to control expenditures, reviewing and processing of purchase requisitions, and reviewing and processing contracts;
- Maintains records and general report concerning budget, accounts, expenditures, purchasing, grants;
- Responsible for maintaining the department's annual budget, including; reviewing, processing and approving of purchase requisitions and vouchers;
- Organizes and maintains records to include personnel inventory and purchasing;
- At the direction of the Chief of Police, will supervise other staff members on special projects other required activities that are time-sensitive or complex in nature in order to meet work deadlines and ensure timely provision of support to department;
- Analyze revenues and expenditure accounts, keep track of blanket accounts, and check requests;
- Prepares and directs the preparation of requisitions and purchase orders;
- Assesses and analyzes complex issues and problems, recommending implementation of appropriate actions as needed;
- Maintains record of all department special event and overtime expenditures, and prepares appropriate reports
- Performs related duties as required.

QUALIFICATIONS

Education and Experience

Bachelor's degree from an accredited college or university with major course work in public or business administration or related field; and/or five (5) years of progressive experience in financial operations and budgetary practices, as well as, program management and/or development. Including some supervisory experience; or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

- Knowledge of the City's Personnel Rules and Regulations, AFSCME 3162 and Local 400 Unions and their contracts;
- Knowledge of pertinent city, state and federal regulations;
- Knowledge of the City's procurement and accounting policies;
- Knowledge of budgetary procedure, book keeping and accounting;
- Knowledge of FMLA, FSLA, OSHA, and workers compensation rules and regulations;
- Knowledge of clerical methods used in keeping fiscal accounts and records and of office terminology, procedures, routines and equipment;
- Knowledge of management principles and research techniques;
- Knowledge of business arithmetic and English;
- Knowledge of the principles of governmental organization, regulations, laws and administration as it relates to the position;

- Skill and familiarity with data entry on a computer terminal;
- Skill using sound judgment, tact and courtesy;
- Ability to plan and supervise the work of others to include, training, performance management and career development;
- Ability to find, manage and coordinate grants and all applicable paperwork;
- Ability to analyze, interpret and report findings;
- Ability to present complex concepts effectively either orally or in writing;
- Ability to type from clear copy or rough draft at a reasonable rate of speed and accuracy;
- Ability to plan and supervise the work of others;
- Ability to communicate orally and in writing;
- Ability to understand and carry out complex oral and written directions;
- Ability to and willingness to learn and perform a wide variety of assigned tasks;
- Ability to get along well with others;
- Ability to operate small office equipment, including copy machines or multi-line telephone systems;
- Ability to operate computers for data entry, word processing and/or accounting purposes.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Dexterity ability: sufficient to pick, pinch, type, or otherwise work, primarily with fingers rather than with the whole hand as in handling.
- Grasping ability: sufficient to apply pressure to an object with the fingers and palm.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to effectively operate standard office equipment, ability to read and write reports, correspondence, manuals etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.

APPLICATION PROCESS

Candidates must complete a City of Annapolis application online at <https://www.annapolis.gov/237/Jobs-with-the-City>. Applications must be filed by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, sexual identity or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.