

CITY OF LATHROP**POLICE SERVICES MANAGER
(CONFIDENTIAL)**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position..*

DEFINITION:

Under general administrative direction, performs responsible financial analysis and budgetary management in the coordination and development of the Police Department's budget; develops internal control procedures to assure compliance with budget allocations; performs financial forecasting by providing revenue and expenditure projections, advises superiors of financial trends and recommends budgetary adjustments when necessary; directs the internal processing of the Police Department's financial transactions; directs and coordinates the preparation of Police Department grant applications and tracks and monitors grants for compliance; performs complex administrative functions; works closely with staff in other departments to achieve goals and objectives; and performs other duties as assigned. This position consists of a wide diversity of responsibilities in both financial and administrative functions.

DISTINGUISHING CHARACTERISTICS:

The **Police Services Manager** is a management classification that has considerable latitude in managing and directing the development of the Police Department's budget and providing sufficient oversight in developing and implementing necessary internal control systems. It is distinguished from the Accounting Manager in that it has department wide budget oversight responsibility while the Accounting Manager has city wide program responsibilities.

SUPERVISION RECEIVED/EXERCISED:

General direction is provided by the Chief of Police or his/her designee. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- **Budget Preparation**
Provides instructions and guidance to police department staff in the development of budget requests; provides training to police department staff in the use of financial management systems for preparing budget requests; performs research and develops departmental revenue forecasts; evaluates budget requests for adequacy and relevancy to the department's goals and objectives; coordinates the development and preparation of the police department's budget with the Finance Department and City Manager's office; prepares and evaluates departmental revenue projections; prepares the departmental budget in accordance with the city's budget instructions, policies and procedures; and attends city council meetings to make budget presentations during public hearings as directed. Responsible for obtaining budget information from San Joaquin County Sheriff's Office for the purpose of development of the City budget for contract police services.

- Budget Monitoring
Develops and implements departmental internal control systems to ensure that expenditures are in line with the adopted budget; oversees and monitors expenditures from the department's cost centers; provides guidance and works with departmental and finance staff to ensure that expenditures are authorized and are in accordance with city policies and procedures; directs and coordinates the internal processing of departmental expenditures; prepares budget adjustment requests in accordance with established city policies and procedures; and provides projections and prepares forecasts of departmental expenditures.
- Inter-Agency Coordination
Performs a broad range of diverse functions for both the County and City systems of government, which requires extensive knowledge and expertise to be able to operate within and between both systems to support efficient delivery of public safety services.
- Grant Application and Monitoring
Directs or coordinates the preparation of grant applications for police department programs and activities; manages the grant application process to ensure deadlines and other grant requirements are met; works with departmental staff to monitor and track grant revenues and expenditures and ensure compliance; works closely with finance staff to post grant awards.
- Administrative Functions
 - Develops, implements, monitors and evaluates current operational procedures and establishes goals and objectives; researches and recommends enhancements or changes to existing systems and procedures; maintains accurate work records and files; develops, prepares and presents complex reports, verbally or in writing, to a diverse audience which may include Police Department management, city staff, appointed and elected officials and the public; coordinates special projects as assigned; and may provide direction to, or supervise, assigned administrative staff.
 - Plans, assigns, reviews and participates in the work of staff involved in the customer service, crime research, records, and communications functions; participates in the selection, motivation and evaluation of assigned staff, monitors work activities to ensure safe work practices, work quality, accuracy, and confidentiality; develops, implements and maintains a procedural manual.
 - Applies federal, state and local laws, codes and regulations related to the gathering, maintenance and release of information and the retention; assists in handling the more complex and difficult situations involving interpretation of regulations and operating procedures; keeps current on and implements new regulations, statutes and law enforcement office support technology.
 - Participates in the development and implementation of policies and procedures; ensures appropriate training for assigned staff in all areas of work, including Department of Justice training for full and less-than-full access operators; maintains State required training files; identifies training opportunities and needs and makes recommendations to Police Chief.

- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents; prepares, maintains and validates statistical and analytical reports for city, state and federal agencies.
- Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints; provides for regular communication between sworn and non-sworn personnel.
- Establishes positive working relationships with representative of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and face-to-face services. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Experience and/or Education:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Services Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of progressively responsible professional experience overseeing budget development and processing, financial analysis, grant management or similar business functions performed in a public agency setting, and a high school diploma or equivalent.

Training:

Any recent training such as academic courses and certification programs which are relevant to this job classification.

License/Certificate:

Possession of, or ability to obtain, a class C California driver's license.

Other Requirements:

Willingness and ability to work such hours as are necessary to accomplish the job requirements; attend evening and out-of-town meetings and seminars on occasion during work or non-work hours.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Principles, practices and standards of general and municipal financial and budgetary management and control; budget development and administration; financial analysis methods and techniques used in forecasting revenues and expenditures; grant sources and methods used to prepare and process grant applications; grant management and auditing standards and techniques; research methodologies; principles and practices of staff supervision, coaching and training; effective written and verbal communication techniques; software applications, including financial software programs; applicable federal, state and local codes, ordinances and regulations. Standard and complex law enforcement record keeping, communication property/evidence terminology, practices and procedure; applicable federal, state, and local laws, codes and regulations, including the Public Records Act; methods and techniques of supervision, training and motivation ; basic principles of mathematics; methods and techniques of schedule work assignments, standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to: Plan, organize, direct and evaluate the work of subordinate staff; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately, interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as a part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships. : Effectively apply the required knowledge and skills in the daily performance of assigned duties; work independently without supervision; exercise initiative and creativity in performing assigned duties; and effectively learn and apply department policies, procedures, and terminology.

Skills to: Operate and office computer and a variety of word processing and software applications; effectively operate specialized law enforcement automated information and communication systems. Oversee and manage financial and budgetary activities of the Police Department; read, interpret and apply relevant federal, state and local codes, ordinances and regulations; perform financial analysis and forecasting; successfully prepare, manage and administer grants; communicate clearly, concisely and effectively both orally and in writing; prepare and present complex narrative and statistical reports; work well in a fast paced environment under the urgency of deadlines; effectively manage and resolve conflict; train, supervise, evaluate and discipline personnel when necessary; ensure exceptional customer service that exceeds expectations; participate in a collaborative and positive manner; maintain effective relationships with those contacted in the course of work; and exemplify an enthusiastic, resourceful, and effective service attitude with those contacted in the course of work.