

City of Stockton

## POLICE FISCAL AFFAIRS/PLANNING MANAGER

Established/Exempted:	01/01/1989
Resolution:	CC89-0166
Spec Adopted:	Unknown
Resolution:	Unknown
Title Changed/Spec Amended:	11/30/2015
Title Changed/Spec Amended:	12/21/2015
Unit	Unrepresented/MV
Employment Status:	At-Will
FLSA Status:	Exempt
CS Status:	Classified
Previously Titled: Principal Administrative Analyst and Fiscal Manager	

### DEFINITION

Under direction, assists the Chief of Police in the protection and maintenance of budget controls, performs complex and difficult accounting functions, and extremely sensitive administrative, systems, statistical, and other management analyses in support of activities and functions in the Police Departments. Assist in policies and procedures; budget control, development and implementation; directs the work of professional, technical and support staff; and performs related work as assigned.

### CLASS CHARACTERISTICS

This is an at-will classification that manages the Police Department's budget, finance and assigned administrative staff. The incumbent is responsible for developing goals and objectives, administering the annual budget and grant funding, operations support and cost analysis. Assignments allow for a high degree of administrative decision making when representing the department in meetings with other agencies, boards and commissions, and community groups.

### PRINCIPAL DUTIES (Illustrative only)

- Serves as the Police Fiscal Affairs/Planning Manager with responsibility for all department financial operations.
- Advises Chief of Police on policy considerations involving financing or having financial impact, related to grants, lobbyist work, funding priorities, Council priorities and department initiatives.
- Identifies problems, determines analytical approach, obtains and analyzes necessary information, evaluates alternative courses of action and makes recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis productivity, policy or procedure modifications.
- Prepares reports of study conclusions; develops implementation plans and assists in implementing policy and procedural modifications.
- Provides administrative management support for the Police Department.
- Plans, organizes, assigns, directs, reviews, and evaluates the work of professional and clerical support staff.
- Maintains liaison with representatives of the various City departments.
- Assists in the development of department goals and objectives; analyzes current and historical trends, determines variances and recommends improved cost effectiveness; prepares requests for grant funds and directs the maintenance of appropriate records.
- Represents the department when conferring with representatives of other governmental agencies, community groups, boards and commissions, vendors, and others.
- Provides professional assistance to others on administrative and analytical matters.
- Makes presentations of the department financial status and operations; prepares technical reports, correspondence, and other written materials.
- Reviews payroll, resolves Workers Compensation questions related to payroll, and oversees FLSA entries and Standby Remuneration worksheets.

- Manages staff responsible for the purchase and issuance of supplies, materials and equipment used by the department.

### MINIMUM QUALIFICATIONS

#### Education/Experience:

Possession of a Bachelor's degree from a four year college or university with major course work in accounting, business or public administration or a closely related field and five (5) years of senior management or supervisory experience in accounting, financial management, or budgeting, preferably in a public agency or government setting. A Master's degree and possession of a valid California registration as a Certified Public Accountant (CPA) are desirable.

#### Other Requirements:

- Must possess a valid California driver's license.

#### Knowledge of:

- Principles, practices, and methods of administration, organizational, economic, and procedural analysis;
- Public administration principles and practices, including organization, structure, and functions of a municipal government;
- Budgetary and financial record keeping principles and practices;
- Business computer user applications, particularly as related to statistical analysis techniques and formulae;
- Basic supervisory principles and practices;
- Applicable laws and regulations;
- Principles and practices of Payroll, FLSA and Workers Compensation;
- Organizational planning techniques, including staffing, goals, objectives, and work standards development;
- Applicable city, state and federal laws and regulations; and
- Effective written and verbal presentation skills.

#### Skill in:

- Planning, organizing and directing a wide variety of financial and budgetary activities;
- Analyzing complex and sensitive administrative, operational, economic, political, and organizational problems; evaluating alternatives and reaching sound conclusions;
- Collecting, evaluating, and interpreting varied information and data to provide recommendations for improvements;
- Interpreting and applying laws, regulations, policies, and procedures;
- Planning, organizing, assigning, directing, reviewing and evaluating the work of an assigned staff;
- Preparing clear, concise, and complete reports and other written materials;
- Maintaining accurate records and files;

- Coordinating multiple projects and meeting critical deadlines;
- Exercising sound independent judgment within established guidelines;
- Selecting, motivating, and disciplining staff and providing for their training and professional development; and
- Representing the City effectively in meeting with governmental agencies, community groups, boards and commissions, and the public.

Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time while operating a keyboard; occasional standing and walking;
- Lifting - Occasional lifting of 10 pounds or less;
- Vision - Constant use of overall visual capabilities; ability to read and produce printed material and information displayed on a visual display terminal;
- Dexterity - Frequent holding, grasping, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech, frequently over noise, in person, by telephone, and in group settings;
- Special Requirements - May require weekend or evening work;
- Emotional/Psychological - Constant concentration; frequent public contact; occasional to moderate working alone;
- Environmental Conditions - Occasional to frequent exposure to noise, outdoor conditions;
- Working Conditions - Typically moderately quiet, but may be loud at times; and
- Mental - Ability to understand, remember and apply oral and/or written instructions or other information. Ability to make informal presentations, inside and/or outside the organization. Speaking before groups.

*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

APPROVED:

Original signed by

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KEVEN P. STAR  
DIRECTOR OF HUMAN RESOURCES

DATE: \_\_\_\_\_