



Town of Oro Valley Classification Description

Title: **POLICE ADMINISTRATIVE SERVICES MANAGER** Department: Police
Job Code: 2810 Salary Grade: 115
FLSA Status: Non-Exempt

POSITION SUMMARY:

Under administrative direction, provides support to the Chief of Police in financial and budget administration, procurement and purchasing, grants administration, facilities management, contract agreements, administrative assistance, information system management and asset management.

ESSENTIAL JOB FUNCTIONS:

- A. Provides support to the Chief of Police in financial and budget administration, procurement and purchasing, grants administration, contract agreements, administrative assistance, information system management and asset management.
- B. Collaborates and cooperates with the Pima County Attorney's Office, the Arizona Criminal Justice Commission, various Federal agencies and the Chief of Police to monitor status of assets, disposal of seized property, verify that deposits are properly credited, and that mandatory reports are submitted in a timely manner. This includes submitting all documentation to demonstrate that appropriate procurement guidelines are also being followed.
- C. Researches, compiles, prepares, types and administers the Police Department's budget, monitors revenue, deposits checks, reconciles statements, processes invoices, requests reimbursements and compiles statistical or data reports.
- D. Initiates processes of purchase orders for the Police Department.
- E. Orders, purchases and distributes supplies for the Department.
- F. Researches, writes and administers Federal, state and local grants for the Police Department.
- G. Prepares progress and financial reports and submits final statistical data.
- H. Tracks and schedules travel arrangements, type's confidential documents and contracts, answers phones, and coordinates with Finance to maintain an asset records list.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules, regulations, and guidelines.
- Knowledge of Town and Department policies and procedures.

- Knowledge of research and report preparation techniques.
- Knowledge of personal computer hardware and software.
- Skill in interpreting and applying relevant Town, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Successfully complete background investigation.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Public Administration, Communications, Business Management or related field; **OR** three (3) years' experience in office administration; **OR** an equivalent combination of education and experience.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.