

# CITY OF HELENA



**Position Title: Admin Coordinator**

**Department: Police**

**Position #: 13414**

**Grade: 138**

**EEO Category: (06) Admin Support**

**FLSA: non-exempt**

**EEO Function: (01) Financial Admin.**

**Work Comp Code: 8743**

## **DEFINITION**

Under the general direction and independently, to supervise, plan, and perform a variety of financial, accounting, and highly responsible, confidential and complex administrative duties for the Police Department and Chief of Police. Coordinates and leads in the development, preparation, defense and monitoring of division/department/operation budgets as well as conducting research and analysis on financial/budgetary impacts and implications. This position also oversees the application; management, financial reporting and financial monitoring of all grant activity.

## **SUPERVISION RECEIVED**

Supervised by the Chief of Police.

## **SUPERVISION EXERCISED**

May exercise direct supervision over lower level secretarial and clerical staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Coordinates, leads, prepares and monitors the Department budgets including analysis and determination of annual budget needs and determining expenditure requests and revenue for specific budgets and accounts; monitor and approve expenditures by verifying fund balances and proper accounts of the approved budget; invoice receive and account for fees and revenue associated with grant funding; prepare, review and process all claims, administrative and formal budget amendments, adjusting journal entries, reconcile accounts to the general ledger and provide support to the command staff.

Manage and participate in the development and administration of the assigned department's annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Manage city-wide cell phone program, including ordering of new and replacement equipment, negotiating new plans and plan changes with the cell phone provider, reconciliation of invoices, and act as a liaison between city staff and the cell phone provider.

Initiate and maintain a variety of files and records for information related to the Department including financial, budget, personnel, operational and administrative records; review, maintain and update resource materials. Responsible for all files and records of financial and budgetary transactions as well as all grant funding applications. Review and approve requests for permits, collect fees and deposit monies appropriately. Independently calculates, requests, collects and receipts reimbursements from numerous sources for grant funding expenditures and police services.

Collect, compile and analyze information from various sources on a variety of specialized subjects related to programs in assigned area; write reports which present and interpret data, identify alternatives and make and justify recommendations.

Oversee and organize the flow of administrative, financial and budgetary communication through the Department in an efficient and effective manner with City staff, the general public, businesses, and other agencies. Coordinates activities with other departments, division, the public and outside agencies; maintain calendars of department activities, meetings and various events.

**Important & Essential Duties cont.:**

Serves as a liaison for assigned Department with other City departments, divisions and outside agencies; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; negotiate and resolve significant and controversial issues.

Independently attends to and processes administrative details not requiring the immediate attention of assigned staff. Receive, compile, research and organize information for the preparation of correspondence, documents and reports; compose confidential correspondence, documents and reports and maintain confidentiality of information.

Prepare information needed in administrative decisions and in facilitating the implementation of City and HPD policies and programs; research, collect, compile, tabulate, analyze, and summarize data and information pertaining to specified activities, operations, or functions; prepare a variety of fiscal, statistical, and administrative summaries and reports; conduct a variety of organizational studies, investigations, and operational studies; collect, analyze and compile material for review and analysis; provide recommendations for changes in programs, policy or procedures to improve efficiency and cost effectiveness of operations; coordinates consultation, information exchange and necessary clearances and/or approvals.

Participate and assist in the administration of the assigned Department executive's office; supervise, organize and manage all office activities associated with the office; plan, recommend, and implement organizational or procedural changes affecting administrative activities; recommend improvements in work flow, procedure and the use of equipment and forms.

Direct, coordinate and review the work plan for assigned staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; assist in a variety of department operations; identify, coordinate, supervise, monitor and participate in special projects, assignments and activities; maintain control files on matters in progress and expedite completion; serve on committees as assigned.

Interpret regulations, policies and procedures for the Helena Police Department, City of Helena, State government and the Federal government pertaining to finances and allowable expenses. Make decisions involving independent judgment and requiring specialized knowledge of technical practices and precedents; analyze situations and make appropriate decisions without immediate supervision.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; perform varied, complex and responsible administrative, fiscal and supervisory duties involved in the processing and completion of administrative operations for the assigned Department.

Represent the assigned Department in meetings and groups as assigned; prepare and make presentations as directed; represent the Chief as directed; serve as primary resource and information source regarding Department; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling and interpretation of technical, financial and confidential information or files, resolve complaints; refer call to operate source as necessary.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as

requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Extensive knowledge of budget preparation. Principles and practices of fiscal, statistical and administrative data collection and report preparation including graphs and charts.

Principles and practices of budget development, administration, analysis and control.

Thorough knowledge of the principles of effective management and organizational practices as applied to the analysis and evaluation of programs, policies and operational needs.

Government accounting principles and practices; knowledge and use of general ledgers and various fiscal and accounting systems and advanced mathematical skills.

Knowledge of the functions, objectives, regulations and requirements of Federal, State and local government and local law enforcement agencies including municipal administration and enterprise funds.

Research for reporting methods, techniques and procedures.

Modern office procedures, methods and equipment including computer equipment; spreadsheets and financial/accounting software programs.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Administrative management principles.

Principles and practices of business letter writing, skill in editing correspondence to correct grammar, spelling and punctuation.

Principles and techniques used in dealing with employees and the public.

#### **Skill to:**

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

#### **Ability to:**

Research, recommend and implement goals, objectives and practices for providing effective and efficient services to include budget and operational alternatives.

Perform responsible and difficult financial and administrative work involving the use of independent judgment and personal initiative.

Research, recommend, and implement goals, objectives and practices for providing effective and efficient services to include budget and staffing objectives and operational alternatives.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Research, compile, analyze, interpret and prepare a variety of administrative, statistical and financial reports in a clear concise manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

**Ability to cont.:**

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish and maintain positive working relationships with those contacted in the course of work, often under difficult circumstances; work cooperatively with other departments, City officials, outside agencies and the public.

Provide administrative and professional leadership and direction for the assigned department.

Maintain confidential data and information.

Plan and organize work to meet schedules and deadlines.

Communicate clearly and concisely, both orally and in writing.

Work under pressure, produce accurate, detailed work, be flexible and meet deadlines.

Excellent organization skill to set priorities which accurately reflect the important of job responsibilities.

Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Understand the organization and operation of the City and of outside agencies as necessary to complete assigned duties and responsibilities.

**Physical requirements/Work Environment**

Ability to work in a standard office environment. Ability to sit at a computer for extended periods of time and ability to travel from one location to another.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of increasingly responsible administrative, accounting/bookkeeping and computer experience in a governmental office including office management experience.

Emphasis on governmental and law enforcement budget, finance and/or accounting is preferred.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training and course work in management, business administration, accounting, office management or a related field.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO (circle one)**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_