



# City of Tempe

## POLICE BUDGET MANAGER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	175	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$80,085
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$108,115
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Municipal Budget/Finance Analyst III+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direct supervision from the Police Fiscal/Research Manager and may receive direction from other supervisory or management staff.

Exercises direct supervision over assigned staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Requires two years of full-time, professional experience in budget, finance, economics, management analysis, or accounting work; journey-level budget and finance experience in municipal government preferred.
<i>Education:</i>	Requires a Bachelor's degree from an accredited college or university with major course work in business administration, finance, statistics and research, accounting or a degree related to the core functions of this position. A Master's degree is highly desirable.
<i>License / Certification:</i>	None
<i>Additional:</i>	Must pass police polygraph and background examination

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the city's stated mission and values. To perform a variety of professional-level administrative and analytical work involving the preparation, study and application

of the Police Department's budget and finances; to perform duties involved in the research, analysis and development of efficient systems; and to supervise, assign, and review the work of lower level staff.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Oversees and coordinates the Police Department Budget and Finance processes and activities.
- Oversees and coordinates the annual Police operating, capital and cost center budget preparation and administration; conduct fiscal / economic impact studies and cost / benefit analyses for Police projects.
- Oversees the Police Department's grant program, inclusive of grant submissions and financial reports.
- Monitors monthly revenue and expenditures and prepares monthly variance reports and explanations.
- Oversees and monitors overtime expenses and presents analysis to the Police Department Administration.
- Recommend and assist in the implementation of goals, objectives, policies, and procedures of the Police Budget and Finance section staff.
- Hiring and training of new staff assigned to the Police Budget and Finance area; facilitate and complete team member's performance evaluations.
- Assist in evaluating work flow and other activities by assigning and monitoring work activities to ensure work is completed in a timely and appropriate manner.
- Manage the Police Department's budget and finances as part of the Department of Justice Equitable Sharing Program – seizures and forfeitures. Ensure federal and state guidelines are followed for tracking and reporting financial deposits and expenditures. Support the integrity of the program by ensuring all expenses are reviewed and approved by the Department's RICO committee.
- Manage the City's Department's loud party program. Process fines and fees. As needed, coordinate hearings between citizens, Department personnel, and hearing officers.
- Manage the Police Department's uniform reimbursement program. Provide up to date tracking of expenditures for all personnel. Process employee reimbursement requests in a timely manner. Ensure all reimbursements meet policy requirements.
- Perform comprehensive multiyear econometric models and scenarios; financial projections and plans involving revenue and expenditure forecast analysis.
- Research economic trends at national, regional, state and local levels.
- Assist in developing the Police Department's financial policies.

- Conduct department-wide base budget hearings; monitor departmental patterns; prepare and distribute budget reviews.
- Advise management, divisions and bureaus on budget problems, policies, and procedures and assist them in the maintenance of proper budgetary controls.
- Assist with the preparation and administration of the Police Department's capital improvement program, asset forfeiture revenue/expenditures, and annual financial reports; assist department and division heads in developing and improving operational objectives.
- Conduct administrative and systems studies; evaluate, and prepare reports and recommendations for improving policies, procedures, methods, and systems of operation.
- Conduct performance measurement / benchmarking and productivity studies; review performance and program direction; recommend changes to improve productivity.
- Design, develop and perform various independent statistical and research studies to monitor economic processes affecting the budget.
- Present financial analysis to police management.
- Establish short and long range planning goals and objectives for, and coordinate special projects assigned to the Office of Management, Budget, and Research.
- Perform the costing of Police MOU agreements; generate the Quarterly Revenue Report; and provide financial analysis on upcoming legislative issues that may impact city revenues.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> <a href="#">City of Tempe, AZ : Competencies</a>		

<b>JOB DESCRIPTION HISTORY</b>
<i>Effective December 2015</i>