

MAJOR FUNCTION

This is a highly responsible senior management position responsible for providing leadership, direction and oversight of the Police Department's Financial Management and Supply Division. The incumbent is responsible for overseeing the work of supervisory and professional staff engaged in budgeting, financial management, accounting, analysis and reporting, general administrative and systems, operations activities, and inventory management for the Tallahassee Police Department. The incumbent serves on the Tallahassee Police Department's Command Staff and exercises considerable independent judgement, discretion, initiative and independence in carrying out their responsibilities. Work is performed under the general direction of the Chief of Staff and the Chief of Police. Work is reviewed through reports, conferences, observation and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages supervisory and professional staff in planning, organizing, implementing, executing, monitoring, and coordinating a comprehensive array of budgeting, accounting and administrative support services and functions for the Tallahassee Police Department (TPD). Directs preparation, implementation, monitoring and analysis of the Police Department's operating and capital budgets including the inventory accounts for TPD's Supply Center. Coordinates and assists when needed in the procurement, p-card, travel and associated processes within TPD. Coordinates the collection and submission of storm cost for reimbursement from the State of Florida and the Federal Emergency Management Agency. Responsible for the establishment and administration of safety programs and practices to promote a safe work environment. Responsible for ensuring the operational and administrative services are conducted within prudent Police Department's practices, generally accepted accounting principles and consistent with the City's customer services standards. Serves as the liaison to the City Treasurer Clerk for financing of capital programs or other bond-funded projects. Serves as the liaison to the City Auditor for the internal and external auditors by providing access to financial information and supporting documentation, as applicable, and ensures the completion and submission of responses to audit findings. Works with affected areas, as necessary, to implement corrective actions. Conducts and/or oversees departmental financial and process reviews, summarizes and communicates results, and participates in monitoring of informal action plans. Provides oversight, direction, and review for the operations and materials management at the TPD Supply Center. Researches, develops and implements financial systems, processes and procedures to meet changing needs of TPD and meet the City's financial and budgetary management requirements. Attests to the integrity of the department's financial information by reviewing staff reports and analysis to ascertain the reasonableness of assumptions, facts, conclusions and recommendations therein. Reviews and assesses for viability the department's system of internal controls related to policy, process and procedure for all administrative, purchasing, procurement and budgetary activities and develops, installs and maintains improved procedures, methods and systems. Directs and participates in studies, surveys, projects and collects information on difficult operational and administrative problems having broad impact and importance; analyzes findings and makes reports and recommendations for practical solutions. Participates in the development of the long-term TPD's strategic plan and the annual operational plans to support the strategic plan. Directs personnel activities within the division including the hiring, transfer, promotion, grievance resolution, discipline and dismissal of employees. Develops goals and objectives for division staff, conducts performance evaluations and recommends approval or denial of merit increases. Participates in leadership development training for new supervisors and employees. Performs related work as required.

Other Important Duties

Ensures team building, development, training, coaching and mentoring of supervised staff. Coordinates agenda items for City Commission approval. Performs related work as required.

DESIRABLE QUALIFICATIONSKnowledge, Abilities and Skills

Thorough knowledge of administrative management procedures and techniques. Thorough knowledge of generally accepted accounting principles, including governmental and proprietary accounting and budgeting. Thorough knowledge of FERC Accounting requirements. Thorough knowledge of organization, functions, and financial problems of municipal government. Thorough knowledge of the required federal, state, and local laws concerning financial accounting, reporting and auditing. Thorough knowledge of the audit process. Thorough knowledge of various financial and statistical analysis techniques. Considerable knowledge of modern office practices and procedures. Considerable Knowledge of modern inventory practices. Knowledge of FEMA cost recovery rules and regulations. Knowledgeable in techniques used in contract negotiations and management for materials and services. Ability to manage multiple high priority complex issues simultaneously, potentially for long periods of time. Ability to work under significant pressure and demands while maintaining a professional demeanor. Ability to handle highly complex and controversial issues with tact and diplomacy. Ability to work across division lines, often seeking input and support from other areas of the organization. Ability to apply sound business practices and corporate guidelines to make decisions based on available information with little or no direct supervision. Ability to plan, direct, supervise, coordinate, organize, and execute accounting services and functions. Ability to assign and review the work of subordinates and provide proper instruction in a manner conducive to improve performance. Ability to communicate effectively both orally and in writing with a wide range of audiences including internal staff, other City departments, public, customers and regulatory agencies. Skill in the use of microcomputers and associated programs and applications as are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, or a related field and six (6) years of professional or administrative experience in governmental budgeting, accounting or finance; or an equivalent combination of training and experience. Three (3) years of the required experience must have been in a supervisory capacity. A current license as a Certified Public Accountant may substitute for one (1) year of the non-supervisory work experience.

Necessary Special Requirements

Must possess a valid State Class E State driver's license at the time of appointment.

An incumbent in this job classification is considered essential staff during emergency situations and is required to be available to work extended hours, including being required to remain at the work locations away from their family overnight.

Established: 12-19-20