

CITY OF FONTANA
POLICE ADMINISTRATIVE SUPPORT SERVICES MANAGER

DEFINITION: Under general direction, directs, manages, participates, and oversees a variety of administrative support activities, operations, and staff related to the Police Department budget, facilities, fleet, and civilian personnel; coordinates assigned activities, projects, and contracts with department staff, other City departments, and outside agencies; and performs and/or assists with other related work including department budget preparation, special studies and analysis, and evaluation of Police Department programs.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Plan, prioritize, assign, supervise, and review the work of professional and administrative support personnel within the Administrative, Dispatch, Records, and Property Units of the Police Department; schedule and review activities to ensure that work is completed in a timely and appropriate manner; direct and participate in special studies.
- Participate in the selection of staff; provide or coordinate staff development; work with employees to correct deficiencies; implement discipline procedures.
- Coordinate and oversee department payroll functions, police facilities, and fleet operations, including assessment studies of department's space and furniture requirements.
- Participate in the development of and implementation of departmental goals, objectives, policies, and priorities.
- Develop and review budget allocation proposals for the Police Department; develop and coordinate policies and procedures for the budget development process; monitor departmental expenditures and develop fiscal controls.
- Conduct complex administrative and operational studies; recommend administrative policies and procedures; prepare reports and presentations.
- Lead and participate in complex financial analyses of proposed policy changes; serve as a liaison between departmental management teams, agencies and committees, community groups, and public officials to coordinate and implement projects and programs.
- Monitor and evaluate the efficiency and effectiveness of financial operating methods and procedures; identify opportunities for improvement and review with appropriate managers and/or Command Staff.
- Answer questions and provide information to department staff concerning technical or statistical issues; investigate and analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend corrective action as necessary to resolve problems.
- Supervise the preparation of and review grant proposals; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures.
- Oversee the Department Requests for Proposal (RFP) and bid process; coordinate the development and monitoring of departmental purchasing activities including negotiation with vendors, suppliers, and other agencies of necessary department materials and equipment.

- Review, interpret, and analyze new and proposed legislation; determine effect of legislations on operations and programs; implement appropriate action to ensure compliance.
- Effectively interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Confer with Police management staff regarding department-wide administrative operations.
- Coordinate unit activities with those of other departments and divisions.
- Attend and participate in a variety of Boards, committees, and professional group meetings.
- Administer and direct capital improvement projects for the Police Department.
- Prepare and review City Council agenda materials and staff reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds also is required.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and practices of police administration and public finance.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of budget development.
- Principles of economics, financial analysis, and cost-benefit analysis.
- Principles of grant administration.
- Pertinent Federal, State and local laws, codes, and regulations.

Experience & Education: Five (5) years of increasingly responsible experience in the evaluation of management systems, programs, and budgets, preferably in a municipal Police Department, which includes at least one year of supervisory responsibility. A Bachelor's degree is preferred, and must be from an accredited college or university with major coursework in business, public administration, or a closely related field.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class C Driver's License.