



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

POLICE DEPARTMENT OFFICE COORDINATOR

DEFINITION

Under general direction of the immediate supervisor, provides financial analysis services; develops and administers financial plans for the provision of Union City Police Department services; provides administrative support and oversight of the Police Office Assistant classification and duty assignments specific to that classification; and performs related duties as required.

CLASS CHARACTERISTICS

This classification is characterized by the responsibility to develop and monitor the Police Department Budget. In addition, the incumbent is responsible for the creation, development and use of financial systems and tools that support implementation of Police Department financial activities, business plans, and police services. Work may also involve the development and administration of internal and external contracts for interagency services with other agencies.

This classification is distinguished from the classification of Administrative Assistant I, II and III by its focus on and specialization in providing financial analysis services to the Police Department; engaging in the billing of Police Department services; and by the oversight of the general scope of duties provided by the Police Office Assistant classification in the provision of staff support for the City's Police Department.

Essential Functions

- Develops and participates in the implementation of operational business plans.
- Reviews and analyzes proposed new business opportunities.
- Creates and participates in developing financial tools and business strategies requiring strong financial business planning and cost analysis skills, which support implementation of entrepreneurial activities and business plans.
- Assists the Training Unit Supervisor in the ongoing review of staff support services provided by the Department's Police Office Assistants.
- Develops the proposed PD budget including revenue projections and coordinates departmental budget development process.
- Oversees the budget throughout the year identifying variances-making budget transfers and in general managing the overall department budget to be balanced at year-end.
- Assist in the administration of internal and external contracts for interagency services with other agencies.

- Use financial systems to process requests for the expenditures of funds.
- Monitors and analyzes costs and expenditures.
- Assists the Chief of Police and department management team with the administration of the department budget.
- Serves as the Police Department's liaison to the Departments of Finance and Personnel on matters concerning the Police Department Budget.
- Participates, develops and provides financial management for tri-city, multi-agency operations such as the gang task force.
- Other duties as assigned.

Qualifications

Knowledge, Skills and Abilities

Knowledge of the principles and practices of financial planning and management services, business administration, and/or public administration and budgeting; public and private business financial plan development and integration strategies; fiscal and cost analysis; research methodologies; technical, business, and analytical report writing; principles and practices of working within a diverse workforce; legislation; methodologies and techniques of program management; word processing and financial management information systems and spreadsheets; team building and group dynamics; and relationships between local, state and federal government.

Ability to develop and implement financial and business plans; participate as a team member or team leader in departmental and citywide teams which may include team members from other agencies, businesses, and/or the general public; make presentations appropriate to the targeted audience; effectively utilize standard word processing, database and spread sheet programs to analyze and report on department and division budgets; communicate effectively with others, both verbally and in writing; develop and maintain effective working relationships with people from a variety of ethnic and socio-economic groups; develop recommendations for programs, procedures, organizational structures, and operational guidelines and implement them as directed; and learn departmental and City operations, functions and characteristics.

Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position.

Education/Experience

Any combination of education and experience which demonstrates possession of and competency in requisite knowledge, skills and abilities.

The equivalent to a Bachelor's Degree in Business Administration, Economics, Finance or Public Administration; or three to five years progressively responsible financial services, budget oversight and administrative experience is desirable.

Licenses/Certificates/Special Requirements

Incumbent must possess a valid California Drivers License. In addition, this position may require the incumbent to exercise the ability to travel independently within and outside of the City limits to fulfill assigned duties and responsibilities.

Physical and Environmental Demands

Rare = < 10%, Occasional = 11-33%, Frequent = 34-66%, Constant = >66%

Sitting: Constant

Walking: Rare

Standing: Rare

Bending (neck): Occasional

Bending (waist): Never

Squatting: Never

Climbing: Never

Kneeling: Never

Crawling: Never

Jumping: Never

Balancing: Never

Twisting (neck): Rare

Twisting (waist): Never

Grasp - light (dominant hand): Occasional

Grasp - light (non-dominant): Occasional

Grasp - firm (dominant hand): Rare

Grasp - firm (non-dominant): Rare

Fine manipulation (dominant): Frequent

Fine manipulation (non-dominant): Frequent

Reach - at/below shoulder: Rare

Reach – above shoulder level: Rare

Push/pull:

Up to 10 lbs. Rare

11 to 25 lbs. Never

26 to 50 lbs. Never

51 to 75 lbs. Never

76 to 100 lbs. Never

Over 100 lbs. Never

Lifting:

Up to 10 lbs. Rare

11 to 25 lbs. Rare

26 to 50 lbs. Rare

51 to 75 lbs. Never

76 to 100 lbs. Never

Over 100 lbs. Never

Carrying:

Up to 10 lbs. Rare
11 to 25 lbs. Rare
26 to 50 lbs. Never
51 to 75 lbs. Never
76 to 100 lbs. Never
Over 100 lbs. Never

Coordination:

Eye-hand: Required
Eye-hand-foot: Required
Driving: Not required

Vision:

Acuity, near: Required
Acuity, far: Required
Depth perception: Required
Accommodation: Required
Color vision: Required
Field of vision: Required

Talking:

Face-to-face contact: Required
Verbal contact w/others: Required
Public: Required

Hearing:

Normal conversation: Required
Telephone communication: Required
Earplugs required: Not required

Work environment:

Works indoors, works outdoors, exposure to slippery or uneven walking surfaces, using computer monitor, works around others, works alone, works with others.