



City of Tempe

POLICE BUDGET ADMINISTRATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	175	<i>Department:</i>	Police
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Senior Municipal Budget / Finance Analyst
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives direct supervision from the Police Bureau Manager and may receive direction from other supervisory or management staff.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience in budget, finance, economics, management analysis, or accounting work; journey-level budget and finance experience in municipal government is preferred.
<i>Education:</i>	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 preferred.
<i>License / Certification:</i>	Possession of a valid driver's license.
<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.

- 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 workflow 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.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective December 2015

Revised December 2019 (update reporting relationship to Police Bureau Mgr)

Revised June 2023 (update job title from Police Budget Mgr)

Revised September 2023 (update job title from Budget Admin)