

# POLICE BUDGET AND ADMINISTRATION MANAGER

Recruitment #2107-5231-001

<b>List Type</b>	Exempt
<b>Requesting Department</b>	MILWAUKEE POLICE DEPARTMENT
<b>Open Date</b>	07/16/2021 08:00:00 AM
<b>Filing Deadline</b>	08/06/2021 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## INTRODUCTION

**\*This position is exempt from civil service; the incumbent serves at the pleasure of the Chief of Police.\***

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old-world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

## PURPOSE

**The Police Budget and Administration Manager is responsible for policy development through the performance of financial management functions within the Milwaukee Police Department (MPD), including project review and implementation, budget preparation and monitoring, accounting activities, purchasing, capital and asset forfeiture management, and other financial duties.**

## ESSENTIAL FUNCTIONS

### BUDGET ADMINISTRATION AND FINANCIAL MANAGEMENT

- Plan and oversee the implementation of MPD policies and projects through the development and monitoring of the operating, capital, asset forfeiture, and special projects budgets.
- Provide regular reporting and updates to the Office of the Chief as to the status of ongoing MPD projects and their relationship to MPD operating budgets.
- Assist in policy recommendations within goals established by the Chief of Police.
- Monitor department actions in terms of financial management, including salary, capital, and asset forfeiture reporting and management.
- Provide guidance and training to the Command Staff relative to monitoring budgets, grant milestones, and other financial activities.

### PROFESSIONAL RESPONSIBILITIES

- Coordinate and prepare departmental responses to requests from other City agencies or external entities.
- Monitor relevant Common Council (CC) Committees and help to coordinate departmental responses.
- Represent MPD at CC meetings on all financial matters.
- Work with CC, the Office of the Comptroller, and the City of Milwaukee Budget Office on project and budgeting matters.

- Monitor departmental activities to ensure that there are no adverse effects on MPD operating, capital, asset forfeiture, or other budgets and that proper procedures are followed.

## **STAFF OVERSIGHT**

- Manage a team comprised of accountants and an accounting assistant, including assigning, directing, and evaluating work, providing coaching and training, and selecting and hiring staff.
- Provide assistance to the Chief of Police and the Command Staff relating to various management issues.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **CONDITIONS OF EMPLOYMENT**

- The Police Budget and Administration Manager must be willing and able to work beyond standard business hours on occasion based on the needs of the department.

## **MINIMUM REQUIREMENTS**

1. Bachelor's degree in business or public administration, accounting, finance, or a closely related field from an accredited college or university.
2. Five years of progressively responsible experience in financial management, policy analysis, and budget preparation.

*Equivalent combinations of education and experience will be considered.*

***IMPORTANT NOTE:*** *College transcripts are required and must be emailed as an attachment to [jahebe@milwaukee.gov](mailto:jahebe@milwaukee.gov) by the closing date and time. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed, and the date completed.*

## **DESIRABLE QUALIFICATIONS**

- A related master's degree from an accredited college or university.
- Public sector experience.
- Supervisory experience.

## **KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

### **TECHNICAL**

- Knowledge of the structure and functions of municipal governments in order to perform budgeting administration and financial management to support the development and implementation of policies and procedures.
- Familiarity with and ability to adhere to Governmental Accounting Standards Board (GASB) standards.
- Ability to gain comprehensive knowledge of the City of Milwaukee's budgeting process, procedures, preparation, and administration.
- Ability to become proficient with the City of Milwaukee's purchasing processes.
- Project management knowledge and skills.
- Ability to read and understand complex documents such as policies and technical publications.
- Knowledge of the capabilities of information technology to improve operations.
- Proficiency using the advanced features of software applications, especially spreadsheet, word processing, databases, and the PeopleSoft Financial Management Information System (FMIS).

### **COMMUNICATION, INTERPERSONAL, AND SUPERVISORY**

- Written communication skills to be able to compose well-crafted policies, reports, and correspondence.
- Verbal skills to be able to clearly convey information to customers.

- Presentation skills to be able to represent the department before various audiences.
- Ability to establish and maintain effective working relationships with command staff, MPD members, civilian colleagues, City officials and staff, other agencies, vendors, and the public.
- Ability to work cooperatively in a team-oriented environment with people whose backgrounds may differ from one's own.
- Supervisory skills; ability to assign duties, set performance standards, provide coaching and training, monitor work in progress, evaluate performance, and make hiring recommendations.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

### **CRITICAL THINKING AND PROFESSIONALISM**

- Ability to plan and organize work, manage changeable priorities, and meet deadlines.
- Ability to analyze and solve complex problems, decision-making skills, and sound judgment.
- Ability to perform well under pressure and to remain calm.
- Ability to represent the department with the utmost professionalism, honesty, and integrity.
- Ability to provide responsible stewardship of City resources.
- Ability to maintain confidentiality and information security.

### **CURRENT SALARY**

**The current salary range (1HX) is \$70,827-\$99,154 and the resident incentive salary range for City of Milwaukee residents is \$72,952-\$102,129.** *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

### **SELECTION PROCESS**

#### **SELECTION PROCESS:**

- Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which must be detailed in a cover letter and resume.
- Cover letter, resume, and college transcripts must be sent via email to [jahebe@milwaukee.gov](mailto:jahebe@milwaukee.gov) by 4:45 p.m. on **Friday, August 6, 2021**.
- Please indicate "Police Budget and Administration Manager" in the subject line of the email address.
- Questions relative to the selection process may be directed to **Jamie Heberer** by calling 414.935.3980.
- The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

**INITIAL FILING DATE:**

The selection process will be conducted as soon as practical after **Friday, August 6, 2021**. Receipt of application materials may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

***NOTE:** To be hired by the Milwaukee Police Department, a candidate must pass an MPD background investigation before hire. Your application will be rejected if you have been convicted of a felony.*

**CONCLUSION**

*EEO Code 101*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*