

## **CITY OF CORAL SPRINGS**

### **Classification Description**

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**CLASSIFICATION TITLE:** Fiscal and Accreditation Administrator  
**FUNCTIONAL AREA:** Police Department

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#### **WORK OBJECTIVE:**

Under direction of the Chief of Police, performs highly responsible administrative work involving the Department's annual budget, along with planning, organization and management of grants, forfeiture, and other funding for the Police Department. Position is responsible for managing the department's national and state accreditation process maintaining accreditation status for the department. The employee serves as official representative for the department at all grant/accreditation meetings, seminars and reviews, and serves as administrator for police financial and budgetary functions. The employee works in accordance with departmental directives, however, is expected to exercise considerable independence and initiative.

#### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and leads the Department's budget process, which encompasses capital, operating, forfeiture, and grant accounts.
- Responsible for procuring equipment, supplies, and services for the Department and authorizing payment of every purchase.
- Supervises the purchasing and accreditation staff assigned to the Fiscal Management Unit.
- Plans, coordinates and administers the grants processes, e.g., reports financial progress, approves expenditures, negotiates changes.
- Researches potential grant funding opportunities; writes all grant proposals.
- Administers the Department's Law Enforcement Trust Fund Accounts, from receipt of funding to processing approval of expenditures on all purchases.
- Responsible for the Department's Petty Cash Account (issuing funds, obtaining receipts, replenishing the cash fund when necessary).
- Department's Accreditation Manager for both the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Commission for Florida Law Enforcement Accreditation (CFA).
- Leads the Department's national and state accreditation process to ensure accreditation status is maintained.
- Develops and administers departmental fiscal policies, rules and regulations.
- Serves as official representative for the department at all grant/accreditation meetings, seminars and reviews; reviews all agenda memos written by the Department in regards to any purchases from Department funding sources.

## **Fiscal and Accreditation Administrator**

- Manages the departmental budget preparation and administration for the 27 individual unit budgets within the Agency.
- Provides support to other law enforcement agencies in the accreditation and grant processes.
- Ensures all departmental policies and Unit's Standard Operating Procedures Manual are in compliance with all accreditation guidelines and requirements
- Updates and develops the Department's General/Special Orders for review and approval by the Chief of Police.
- Trains all departmental personnel in accreditation, policy and grant policies and requirements; instructs the Citizens Police Academy in coursework on accreditation, policy and grant subject matter.
- Researches complex grant, accreditation, and budget issues as necessary; researches, prepares and submits detailed technical reports to Police Chief, to include quarterly audits of the VIN Unit and Police Explorer accounts, along with any other audits order by the Chief.
- Facilitates the annual ICMA survey, and all other surveys assigned by the Chief, for the City with reference to all Police Department functions.
- Attends and represents the department at various executive meetings for dissemination of information.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree in Public Administration or related field; supplemented by three (3) to five (5) years progressively responsible experience in grants administration and accreditation functions within a similar government agency; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Thorough knowledge of current principles and practices of police grants funding and accreditation policies and procedures.

Thorough knowledge of pre-established City, County and State policies and procedures applicable to the work.

Ability to plan, research, organize, develop, schedule, and monitor various specialized fiscal and accreditation programs.

Ability to establish and maintain effective working relationships with departmental staff, City management, grants administrators and the general public.

Ability to perform routine to complex mathematical computations and tabulations accurately and efficiently.

Ability to read, update, analyze and maintain various records and files.

Ability to operate basic office equipment.

## **Fiscal and Accreditation Administrator**

Ability to access, operate and maintain various software applications.

Skill in public speaking demonstrating poise, voice control, and confidence; skill in business English and spelling.

Skill in understanding and following written and oral instructions.

Skill in clearly communicating information both verbally and in writing.

Skill in the principles and techniques of negotiation skills.

Skill in developing and generating accurate records and reports; skill in technical writing.

### **PHYSICAL REQUIREMENTS:**

Routine tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Routine work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.