

City of Oregon City	Position Description
Position: Business Manager - Police Department	Confidential
Department/Site: Police	FLSA: Exempt
Evaluated by: Chief of Police	Salary Grade: 139

Summary

This professional management position assists police command staff by managing assigned programs and projects. Participates in the planning, budgeting, staffing and administration of projects and operations as assigned. Conducts long-term financial and strategic planning. Performs complex and technical analyses. May supervise staff.

Distinguishing Career Features

The work is performed under the supervision and direction of the Chief of Police, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with department and City personnel and the general public. The principal duties of this class are performed in a general office environment and in the community.

Essential Duties and Responsibilities

1. Create and manage department budget and ensure that programs and projects remain within expected costs. Evaluates proposed projects and programs, and assist in establishing priorities and develop budgets.
2. Develop department policies and procedures related to budget or general administration.
3. Serve as primary liaison between the department and finance in budget preparation and other financial matters.
4. Monitor budget for entire department.
5. Communicate with staff and answer questions on budgetary issues.
6. Analyze and manage programs and projects, prepare and present reports supported by statistical and other documentation, and make recommendations to improve operations and streamline work processes.
7. Perform special research projects, including document and present findings.
8. Manage the department fleet and facilities.
9. Grant management.
10. Purchasing for department.
11. Assist Chief of Police and Captains with Human Resources, employee discipline, and negotiation of the Oregon City Police Employee Association contract.
12. Establish and coordinate programs and projects as assigned.
13. Coordinate the activities between City divisions and departments to achieve project goals.
14. Represent the department at meetings and events as authorized.
15. Participate in the preparation of RFPs & RFQs for purchasing needs.
16. May identify and coordinate submittal of grant funding applications and manage grant-funded projects to ensure compliance with grant requirements.

17. Performs other duties as assigned.

Qualifications

▪ **Knowledge and Skills**

- Purchasing laws related to the public sector as per State of Oregon
- Budgeting
- Project management
- Strategic planning and forecasting
- Customer service principles and practices
- City, State, and Federal policies, rules, regulations, codes and ordinances related to area of assignment
- Leadership and supervisory theory
- Applying technical knowledge and project management principles;
- Planning and scheduling work;
- Budget preparation;
- Analyzing and managing programs and operations;
- Preparing reports supported by statistical and other documentation;
- Using computer software including word processing, spreadsheets, and interactive computer programs, operating common office equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, and other stakeholders sufficient to exchange or convey information to provide and receive work direction;
- Exercising sound independent judgement within established guidelines

▪ **Abilities**

- Use computers and applicable software;
- Communicate effectively, both orally and in writing;
- Work with all levels of employees and citizens in the City and communicating effectively with various participants in joint initiatives;
- Set up and maintain electronic and hardcopy files

▪ **Physical Abilities**

The position incumbent must typically be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various City locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

▪ **Education and Experience**

Bachelor's Degree in Finance, Accounting, Business, or related field. Five (5) years of progressively responsible and relevant professional experience, an equivalent combination of

education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

▪ **Licenses and Certificates**

Requires the following:

- Possession of a valid State Driver's License, and safe driving record;
- The ability to pass an extensive background investigation.

▪ **Working Conditions**

Work is generally performed in an office setting with travel required to off-site locations.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.