ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Captain (Finance & Support Services)
Job Code: 6070
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to coordinate and manage budget preparation and administration, grant and contract administration, procurement, and facilities management activities and staff for the Police Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Deputy Police Chief and Police Chief; and

updates and maintains department standard operating procedure manuals.

Coordinates the creation and administration of operating budget for the Police Department: coordinates budget requests with all divisions; develops and recommends budget allocations for staffing, equipment, capital improvements, and services; forecasts revenues and recommends changes to fees and charges; prepares and submits department operating budget to Police Chief; enters budget information into City financial systems; monitors and approves expenditures to ensure compliance with approved budget; and maintains financial and budget documentation.

Procures, acquires, monitors, manages, and recommends department equipment, gear, fleet, and other assets: participates in contract bid and specification development, evaluation, and award; and coordinates procurement and delivery with vendors and contractors.

Oversees department grants and contracts: receives and manages forfeiture and granted funds; ensures accountability for grant funded equipment purchases; and coordinates with various City and other agencies to manage and report on grant processes in compliance with grant rules and regulations.

Manages department facilities: schedules maintenance; inspects facilities; assesses and plans for long- term maintenance, repair, and construction needs; and coordinates with Facilities and Maintenance and Capital Projects Department to address facility needs to improve safety and work conditions.

Performs related administrative duties in support of department operations: prepares staff reports; manages and facilitates development of strategic plans; prepares documents; delivers presentations; and facilitates and participates in a variety of meetings.

Communicates with supervisor, subordinates, other City employees, contractors, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, fleet and facilities maintenance reports, invoices, timesheets, architectural drawings, requisitions, performance appraisals, facilities needs assessments, budget and financial documentation, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor’s Degree in Public Affairs, Criminal Justice, Finance, or a related field required; supplemented by five years of experience in law enforcement financial management and support services, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid North Carolina Advanced Law Enforcement certification. May be required to obtain and maintain additional certifications.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.