

## City of Chesapeake: Class Title: Public Safety Business Manager

<b>Position Code: 1445</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 2</b>

### GENERAL DESCRIPTION OF CLASS

The purpose of the class is to serve as the chief fiscal officer assigned the responsibility for all accounting and budgeting operations for the department. The class also serves as the chief administrator and establishes policies and procedures governing administrative policies. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences. This class is a non-sworn position which will be held by a civilian.

### **TYPICAL TASKS**

- Administers and reviews the flow of monies in order to ensure the management of fiscal processes and functions such as accounting, payroll/human resources, and procurement and reimbursement.
- Supervises subordinate clerical personnel, including training, scheduling, assigning and evaluating work.
- Plans, organizes and directs the work of a diverse administrative support unit.
- Coordinates the preparation of the department's general operating budget and capital improvement budget.
- Prepares financial reports as required, interprets findings and makes recommendations as to appropriate actions.
- Serves as member of management team, assuring adequate policy and procedural development of fiscal, administrative and facility-related areas.
- Investigates complaints/concerns made by the Chesapeake citizens by conducting independent research and analysis and prepares reports with the findings/resolutions to the problems.
- Coordinates with different departments and/or vendors regarding fiscal related issues.
- Supervises record-keeping and records maintenance in accordance with needs and requirements of the department; ensures that accounting records and controls are established and adhered to in accordance with policies and procedures.
- Negotiates contractual agreements for services, monitors performance, and initiates required actions.
- Monitors and participates in audits and other projects or programs.
- Develops and authorizes related activities to implement plans and accomplish goals.
- Performs other related duties as assigned.

### **GENERAL STANDARDS**

<b>Data Involvement</b>	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Counsels or instructs others through explanation, demonstration, and supervised practice and/or makes recommendations based on technical expertise.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and financial and econometric models.
<b>Language Requirements</b>	Reads technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles and reports; may develop presentations for sophisticated audiences.

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<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulate important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree or any equivalent combination of education and experience in Accounting, Business Administration, Public Administration or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	CPA is desired.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*