

CITY OF CHATTANOOGA

Classification Specification Title: Director of Finance, Facilities and Fleet

Department: Police

Pay Grade: GS.14

Supervision Received From: Police Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: Facilities Mgr, Fiscal Tech.

Established: 9/27/22

Administrative Assistant

**Revision Dates: 4/1/25;
10/20/23**

CLASSIFICATION SUMMARY:

Responsible for performing complex administrative work in the planning, directing and oversight of departmental services and financial resources. Responsible for strategic planning, review of policy, and providing direction to managers in order to achieve departmental goals and objectives. Work is performed under Chief Office review.

SERIES LEVEL:

This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Directs and oversees the preparation and administration of departmental budgets, financial reports, and operational and/or capital improvement budgets. Monitors revenues and expenditures, conducting complex budget and financial research and analysis. Reviews financial statements and manages all financial operations.

Performs managerial activities related to facility capital improvement project management, including building, repair, and maintenance of facilities as well as oversee/coordinate with city fleet contract manager and act as the liaison between the vendors and police management

Provides advanced administrative support and advice in area of expertise to Police Chief, Executive Staff, and management teams.

Facilitates, leads, and/or participates in meetings and/or proceedings. Represents the department and City at meetings and conferences. Serves as a liaison between departments, external organizations, the general public, and other agencies.

Serves on a variety of internal and external committees, task forces, and other agency committees to secure advocacy and influence support for programs and ideals.

Develops complex reports and correspondence.

Researches, analyzes, and makes recommendations for cost effective improvements in departmental operations. Designs, administers, and evaluates financial programs and services.

Responds to requests for information and provides subject-matter-expert guidance to other departments, patrons, the general public, and/or external agencies.

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

Supervisory responsibility over Managers and other departmental staff.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or a related field, eight (8) years of progressively responsible experience, including five (5) years at the Division Manager level or its equivalent, or any combination of equivalent experience and education. Experience in graphic design preferred.

LICENSING AND CERTIFICATIONS:

May be required depending on the area of assignment.

KNOWLEDGE AND SKILLS:

Knowledge of management principles, public administration and governmental operations, basic accounting and financial management principles, advanced theories and principles related to area of assignment, strategy development principles and procedures, program development and administration principles and practices, public relations principles.

Skilled in monitoring and evaluating employees; prioritizing and assigning work, providing leadership, managing projects, speaking in public, analyzing and developing policies and procedures, analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals,

mediating and resolving conflict, preparing and administering budgets, managing change and sensitive topics, planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints, prioritizing, organizing, and managing multiple simultaneous projects, reading, interpreting, applying, and explaining laws, codes, ordinances, rules, regulations, policies, and procedures, preparing clear and concise reports, including oral, written, and audio/visual presentations, maintaining sensitive and confidential information, providing customer service, gathering and analyzing information and making recommendations based on findings and in support of organizational goals, operating a computer and related software applications, and communicating effectively with a variety of individuals.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: Dependent upon assignment

Department of Transportation CDL: N

Child Sensitive: Depending on assignment

The City of Chattanooga, Tennessee 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 encourage both prospective and current employees to discuss potential accommodations with the employer.