

## **CITY OF BURBANK**

### **POLICE ADMINISTRATOR**

#### **DEFINITION**

Under administrative direction to plan, organize, and direct a division of the Police Department; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Formulates program and project policies and procedures; evaluates existing programs and activities and initiates actions for improvement; determines methods and procedures to be utilized in accomplishing divisional goals; assists the Police Chief in planning activities and formulating departmental policies; provides for policy implementation; participates in the selection of management, sworn, and non-sworn personnel and their orientation, training, and performance evaluation; establishes work standards; supervises or performs a variety of administrative management duties including all financial services including, but not limited to, budgeting, cost control, asset/forfeiture funds, parking citation management, and grant research and application; priority setting and scheduling; analyzes workload needs and recommends staffing levels and other expenditure requirements to accomplish, program, divisional, and departmental goals; supervises and participates in the preparation of a variety of comprehensive research studies, statistics, and reports for written and verbal presentation to various City groups and officials; provides technical administrative support to City or departmental management, committees, or other personnel as assigned; meets with other City departments, agencies and committees, community groups and public officials to coordinate and implement various projects and programs; may command another division or function including the supervision of sworn and non-sworn personnel; conducts investigations; recommends and imposes disciplinary actions, up to and including termination; attends all command staff meetings; may represent the Police Chief before the City Council, City Manager, other City staff, community groups, and the public; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – the principles, practices, and techniques of public administration with emphasis on governmental budgeting, reporting, financial administration, supervision, personnel practices, and organizational analysis; research methods and techniques, statistical and work measurements, and standards development and implementation; computer literacy; budgetary systems and procedures; modern office practices, procedures, and equipment; recordkeeping techniques and procedures; and correct English usage, grammar, spelling, punctuation, and vocabulary.
- Ability to – analyze and supervise the systematic compilation of technical and statistical data and prepare complex reports; prepare and present oral and written reports; plan, organize, and supervise the work of sworn or non-sworn staff; coordinate administrative services functions with other City departments; effectively analyze and evaluate organizational systems; and establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, or a related field and four years of experience in a public agency performing administrative work, including one year at a supervisory level.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.