This is an upper management position working closely with the Chief of Police to manage the organization administratively and provide supervision to other personnel. Under the direction of the Chief of Police, this position reviews and manages administrative, confidential and civilian functions within the Marion Police Department. This includes but is not limited to managing the payroll, human resources, purchasing, accounting, budgeting, scheduling, communicating and event planning functions as well as the software and network administration for the department. Considerable latitude is allowed to exercise individual initiative in performing/assigning work and developing procedures. An important function of this employee is that they are capable of representing the department and acting as a Chief’s designee when required. Direction and supervision is received from the Chief of Police.

**Essential Job Duties/Work Performed**

- Serves as a member of the management team of the department providing effective, professional leadership which positions the department to meet the community’s current and future needs through appropriate technologies and services.
- Supervises and manages workload of other personnel as assigned.
- Communicates goals with other city departments in order to collaborate and consolidate efforts if applicable.
- Manages department hiring and recruiting processes.
- Determines budget allocations and assists in the preparation and presentation of the department budget.
- Assists in development of organizational policies, procedures and plans.
- Assists in developing, guiding and implementing the strategic plan of the department in a manner that fosters the use of data, city resources and community partners to achieve the identified goals.
- Manages the police department IT network; developing and implementing projects and working with the IT Managed Services provider and City IT staff to resolve problems taking appropriate action to ensure problems are corrected and the network remains secure. Acts as IT liaison working closely with the City IT Manager to maintain licensing, manage IT inventory records and purchases.
- Manages department data structure, intranet, social media, documents and police content on city website.
- Oversees overall department calendar and scheduling.
- Manages and maintains administrative, personnel and other confidential department records.
- Receives and refers citizen complaints according to established organizational policies.
- Prepares and manages special reports, projects and grants including federal audit preparation.
- Maintains bank accounts and ledgers for task forces and seized property accounts as required.
- Provides training to civilian and sworn employees as needed.
- Performs related work as assigned by the Chief of Police.

**Required Knowledge and Skills**

- Knowledge of police department policies, rules and regulations.
- Must be willing to make decisions consistent with legal and sound policies.
- Knowledge of the principles and practices of modern police methods, administration and management.
- Ability to develop and monitor department budget and expenditures.
- Ability to understand and execute complex oral and written directives.
- Ability to plan, direct, coordinate and control the activities of subordinates and prepare them for advancement.
• Ability to foster and maintain the respect of subordinate officers and to assign and review their work.
• Ability to establish and maintain effective working relationships with fellow employees, civic groups and the general public.
• Ability to react quickly and calmly in emergencies and direct the work of subordinates during emergency situations.
• Ability to write clear and comprehensive reports.
• Extensive knowledge of business English, punctuation, spelling and arithmetic.
• Ability to understand and execute oral and written directions.
• Ability to multi-task efficiently.
• Ability to prepare effective correspondence including proficiency in proofreading.
• Ability to use computers and other office equipment proficiently including using specialized software applications.
• Ability to make decisions and maintain confidentiality in accordance with established law, regulations and policies.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

• Ability to read, speak, write and understand English to communicate effectively and professionally with fellow employees as well as the general public.
• Ability to operate computer and office equipment proficiently utilizing Microsoft Office software extensively.
• Ability to sit for long periods of time.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
• Must be able to adhere to department rules and procedures.

QUALIFICATIONS

• A minimum of ten (10) years of experience in performing complex administrative/financial duties and three (3) years of experience in managing law enforcement personnel and projects.
• MA or BA in administration or management preferred.
• Must have valid Iowa driver’s license.

WORKING CONDITIONS

• Must be able to work with minimal supervision.
• Work in a 24/7 office environment.
• Work in a potentially stressful environment.

REQUIRED BACKGROUND CHECKS

• Sex Offender Registry
• Criminal Background Check
• Drug Screening
• Driving Record
• Credit Check
• Pre-Employment Physical
• Polygraph