



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 649.1

Job Title: **ASSISTANT POLICE ADMINISTRATOR (EXE LEV)**

Pay Grade: 26

GENERAL SUMMARY:

Provides for fiscal management, direction and control to facilitate the decision-making process by developing the operating budget in managing all resources.

RESPONSIBILITIES:

- Coordinates the preparation of the operating budget and provides year to date performance reports.
- Prepares financial and/or operational analyses.
- Reviews requests and performs analysis to assess any activity that may have fiscal impact.
- Responds to inquiries and provides assistance to officials, employees and general public.
- Reviews all transfers of funds and/or requests for supplemental/renewed programmed funding.
- Serves as a representative on task forces as needed.
- Provides training and guidance to staff personnel in the preparation and understanding of financial information, policies and procedures.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Public Administration or a related field.

EXPERIENCE:

Four years of professional experience in business administration, finance or a closely related field are required.

Directly related professional experience may be substituted for the education requirement on a year-to-year basis.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Police Administrator
Police Administrator

Effective: October 1990
Revised: December 1995