CITY OF HOUSTON

Job Posting

1	*Applications accepted from:*	**ALL PERSONS INTERESTED**
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3	*Job Classification*	**POLICE ADMINISTRATOR**
4	*Posting Number*	**PN #110120**
5	*Department*	**HOUSTON POLICE**
6	*Division*	**BUDGET AND FINANCE**
7	*Section*	**N/A**
8	*Reporting Location*	**1200 TRAVIS, 17TH FLOOR***
	Workdays & Hours	**MONDAY – FRIDAY, 9:00 A.M. – 5:00 P.M.***
		***Subject to change**

9 ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***
Plans, organizes, administers, supervises and evaluates assignments/job functions of subordinates. Prepares, monitors and modifies budgets and administrative and operating reports programs. May also function as a lead. Make recommendations concerning policy and procedures. Develops action plans and establishes long range and short range goals to enhance management objectives of the Budget and Finance Division. Designs, develops, and reviews manuals, reports and other communications for other divisions and departments.

10 ***WORKING CONDITIONS***
There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature and air conditions. Position is considered "essential personnel" in emergency situations.

11 ***MINIMUM EDUCATIONAL REQUIREMENTS***
.Requires a Bachelor's degree in Business Administration, Public Administration or a related field.

12 ***MINIMUM EXPERIENCE REQUIREMENTS***
Seven years of professional experience in public administration, management or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year to year basis.

13 ***MINIMUM LICENSE REQUIREMENTS***
None.

14 ***PREFERENCES***
Knowledge and experience in governmental accounting and/or governmental budgeting. Experience in business related activities in a law enforcement agency. Experience in complicated financial analysis and modeling in a multi-million dollar environment. Working knowledge of Microsoft office products.

15 ***SELECTION/SKILLS TESTS REQUIRED***
None.

16 ***SAFETY IMPACT POSITION*** X Yes No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 ***SALARY INFORMATION***
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 30
$1,999.00 - $2,933.00 Biweekly $51,974.00 - $76,258.00 Annually

18 ***OPENING DATE*** April 26, 2006

19 ***CLOSING DATE*** Open Until Filled

20 ***APPLICATION PROCEDURES***
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer

L.R./J.B.A. 649.2