



## Class Title: Police/Fire Administrative Manager

**Class Code:** 133

**Department / Division:** Police Department, Fire Department

**Reports To:** Police Chief, Fire Chief

**Salary Grade:** NR36

**FLSA Status:** Exempt

**Bargaining Unit:** Non-represented

**FTE Status:** Salaried

**Flexible Schedule:** Remote and flexible schedule options may be available per policy and business need.

This specification describes the general nature and level of work. It is not a contract and does not list all duties.

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### Classification Summary

The Police/Fire Administrative Manager is a senior-level management position within the Police/Fire Department. The position exercises independent judgement, discretion, and authority within established policy and legal frameworks and works closely with the Police/Fire Chief and command staff.

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### Essential Functions

Duties and responsibilities include, but are not limited to, the following:

#### **Operational and Departmental Support**

- Serve as the primary administrative financial and budget advisor to the Police/Fire Chief on non-sworn and staff operational matters.
- Develop and coordinate administrative processes that support the department.
- Review, develop, and implement administrative policies, procedures, and internal controls to improve efficiency and consistency.

#### **Budget and Financial Management**

- Prepare, monitor, and administer the police department's operating budget in coordination with the Police/Fire Chief and City finance staff.
- Track Expenditures, analyze budget variances, and prepare financial reports.

- Manage purchasing, contracts, and vendor relationships in accordance with City procurement policies.
- Identify opportunities for cost control, operational efficiencies, and external funding or grants when applicable.
- Manage accounts payable, invoicing, and administrative purchasing

#### **Human Resources and Payroll Coordination**

- Maintain awareness of local, state, and federal laws affecting police/fire administration.
- Draft and implement administrative policies and standard operating procedures.
- Ensure compliance with record retention, public disclosure, and risk management requirements.

#### **Interdepartmental Coordination & Communication**

- Serve as the department's primary liaison with the City's Human Resources Department.
- Ensure accurate timekeeping, payroll processing, and leave tracking for all department personnel.
- Interpret and apply labor agreements, personnel rules, and employment laws.

#### **Compliance and Risk Management**

- Ensure compliance with state and federal laws, accreditation standards, and City policies affecting police/fire administration.
- Coordinate audits, inspections, and internal reviews related to administrative functions.
- Assist with risk management, claims coordination, and documentation related to administrative matters.

#### **Community and Interdepartmental Relations**

- Serve as a professional point of contact for the public regarding administrative inquiries and concerns.
- Coordinate audits, inspections, and internal reviews related to administrative functions.
- Represent the department on internal committees or workgroups as assigned.

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### **Minimum Qualifications**

- Bachelor's degree in public administration, business administration, accounting, finance, criminal justice, or a closely related field.
- Five (5) or more years of progressively responsible administrative and management experience including at least two (2) years of supervisory experience.
- Experience in law enforcement, public safety, fire operations, municipal government, or other complex, regulated organizational environments.
- Experience in budget preparation, financial administration, and fiscal oversight in a complex organizational environment.
- An equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions.

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## Preferred Qualifications

- Master's degree in public administration, business administration, or related field.
- Experience in police/fire administrative or support operations.
- Knowledge of municipal budgeting, contracts, and procurement.

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## Knowledge, Skills & Abilities

- Knowledge of municipal government operations, public administration principles, and police/fire department administrative functions.
- Strong supervisory and leadership skills, including performance management and employee development.
- Ability to interpret and apply laws, policies, procedures, and labor agreements.
- Budget development, financial analysis, and report preparation skills.
- Effective written and verbal communication skills.
- Ability to manage sensitive and confidential information with discretion.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Proficiency with standard office software and records management systems.

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## Working Conditions & Physical Demands

- Work is performed primarily in an office or administrative environment with frequent interruptions.
- Position may require attendance at meetings outside of regular business hours.
- Occasional lifting of office materials up to 25 pounds.
- Ability to sit, stand, walk, and use standard office equipment for extended periods.

Reasonable accommodation will be provided for qualified individuals in accordance with applicable laws.

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## Commitment to Equity, Safety, and Ethics

Employees are expected to perform their duties in a manner that supports equity, safety, integrity, and professionalism. This includes following all safety policies and procedures, treating coworkers and the public with respect, and conducting work ethically and responsibly.

Employees are expected to uphold public trust through fair, transparent, and lawful conduct and to contribute to a safe, inclusive, and respectful work environment.

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## Classification History

- Created/Modernized: March 2026
- Prior Revisions: July 2018

### Approvals:

- Administrative Services Director \_\_\_\_\_
- Department Director \_\_\_\_\_