



## **POLICE ADMINISTRATOR**

Hopi Law Enforcement Services

Reports To: Police Chief  
Salary Range: 53  
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED  
PD Revised: 01/01/2021

### **INTRODUCTION**

Under general direction of the Police Chief, the Police Administrator performs professional, advanced level budget coordination, preparation, research, analysis, forecasting, grant writing and procurement services and is responsible for the organization and coordination of office operations, with the objective of facilitating an effective and efficient office experience that exemplifies HLES standards. A Police Administrator is expected to display considerable initiative, independent judgment and leadership in performing budget, fiscal analysis, research and supervisory work.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Assist the Police Chief in preparing the HLES annual budget and grants for submission to tribal, state and federal agencies. Leads the Police Executive Staff members in expenditure estimates, budget preparation and maintenance, budget reductions, and other fiscal matters. Coordinates all purchases for the HLES Department and handles all procurement matters. Coordinates audit of restricted police funds including but not limited to Asset Forfeiture.
2. Writes, submits and manages the grant writing and tracking process.
3. Communicates with all levels of police personnel in order to provide an understanding of budget, projections, procedures, philosophies, and needs. Creates, manages and maintains budget databases in order to generate complex division reports; monitors, researches, analyzes and makes recommendations on expenditures.
4. Provides information and support related to computer related budgets, expenditures, and program costs to divisions. Consult with the Finance department to meet deadlines and provide budgetary input as required. Provides budget information for Capital Improvement Projects; reviews and approves Requisitions and Invoice for Payments.
5. Reviews Finance Department policies and procedures relating to accounting/purchasing practices and recommends process improvements.
6. Provides development, training and education to staff; monitors performance; and participates in department projects as a team member or leader. Establishing policies and procedures for the requisitioning of supplies repair of equipment and maintenance of property records.
7. Prepares budgets/modification and required reports to tribal, state and federal agencies; monitors expenditures through an automated cuff account system to maintain records of official financial transactions for audit purposes; monitors and tracks encumbrances and expenditures; assist in monitoring and collection of budgetary data to support the preparation and control of the annual budget process.
8. Reports to the Police Chief on financial status of the HLES on a monthly, quarterly, semimonthly and yearly basis.
9. Oversees and assures efficient and effective development of the records management system, maintains confidentiality of sensitive records in compliance with HLES, AZ POST and or law enforcement. Assist HLES Professional Standards Bureau (PSB) with background checks and maintains all police officer records for audit by AZ POST. Supervise, delegate, set goals and objectives, recommend, train, and prepare yearly evaluation on office assistant. Represent HLES with other departments concerning administrative service problems.
10. Prepares responses to correspondence of a nature referring non routine matters to supervisor; types from oral or written draft form, inter memorandums, reports and reviews for accuracy and completeness. Developing or reviewing and approving plans for the effective utilization of office space, furniture and equipment, forms and

supplies. Process and prepare travel arrangements, travel authorization, expense claims, time sheets, requisitions, and tribal forms.

11. Reviewing, approving or disapproving budget requests in accordance with Hopi Tribal policies; oversee personnel transactions, including the maintenance of personnel records. May participate in a variety of analytical studies relating to HLES programs and needs; Preparing detailed correspondence and reports; Preparing and maintain monitoring and reporting systems, and confer with tribal departments; Trains staff in various policies, procedures, and techniques, to maintain/improve the efficiency, effectiveness, and professionalism of the Department. Knowledge of HLES departmental protocol, rules and regulations.
12. Perform other duties as authorized or assigned to achieve Tribal/Program goals and objectives.

#### **MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree in Public or Business Administration, Psychology, Criminal Justice or related field;

AND

Training: Operates a variety of standard office equipment (i.e., personal computer [PC], printers, calculators, copiers, etc.) to perform statistical analysis, prepare documents, reports, databases, and spreadsheets for budgeting, and review and check the accuracy of budget request, invoices, purchase requests, etc. Enters data or information into a PC or other keyboard device (adding machine/calculator). Prepares and/or updates schedules, graphs, or similar charts in order to prepare reports and spreadsheets;

AND

Experience: Three (3) years professional level experience in budget preparation, accounting, financial cost analysis, or a closely related financial / fiscal activity. Two years of supervisory experience;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the rules and regulations of the Hopi Law Enforcement Services (HLES) and of pertinent tribal policies and procedures, ordinances, knowledge of the principles, practices and techniques of modern public and business administration, with special reference to organization, personnel management, and budgetary preparation and control; Modern office methods, forms and equipment; Administrative problems involved in the HLES operation; Principles of management including training, directing, evaluating and supervising subordinates; knowledge of data processing procedures and practices is desirable. Experience managing in a legal environment is desired but not essential. In addition, should have demonstrated ability to plan, organize and direct a comprehensive administrative service program, develop and implement new methods and procedures; Make cost and operations studies and analyses; Effectively represent HLES department on a variety of matters with other departments and agencies; Act as liaison to, advise and/or resolve differences with public and private agencies, other departments, the general public and departmental employees; Establish and maintain effective working relationships with those contacted in the course of work; Prepare clear and concise correspondence and reports; Professional attitude and demeanor, Ability to work well in a team environment, Must be extremely detail oriented and organized, with little supervision required once a goal is assigned, Excellent verbal, written communication skills required.

#### **NECESSARY SPECIAL REQUIREMENTS**

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and complete/pass the Hopi Tribe's Defensive Driving course. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.