

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Police Grants Specialist	Job Code: 4255
Date: December 04, 2019	EEO Code: OC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is technical work in grant writing, budget tracking, advanced accounting, and accounts payable/receivable in the Police Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to a designated supervisor for the effective coordination of grant-writing, budget tracking, accounts payable, and accounts receivable for the Police Department, and performs all assigned work under general direction. This work is distinguished from the Accounting Technician career series by its responsibility for grant-writing and coordination.

ESSENTIAL DUTIES: Perform grant writing and coordination duties, including researching, identifying, and evaluating available sources; recommend grant allocations to upper management; prepare and submit grant applications; request reimbursements from granting organizations; review requests for and track use of grant funds; report use of grant funds to upper management and Finance Division.

Make routine, specialty, and complex purchases, including obtaining quotes and researching vendors and state contracts to ensure best pricing; train employees on purchasing policies and procedures; oversee department purchasing card program; ensure contract fulfillment; review purchase requests and make recommendations; oversee and coordinate all aspects of uniform and equipment purchases, including for specialty items; design logos for use on uniforms and displays within the Police Department.

Assist in overseeing accounts payable and accounts receivable processes; validate and ensure accuracy of accounts, invoices, and receipts; reconcile complex statements in accordance with established regulations; balance daily deposits and disbursements; input documents into financial software programs; maintain tracking and filing systems to ensure timely payments and receipt of payments; balance monthly statements and compare applicable records; review information for various accounts and resolve problems as needed; monitor and document outstanding accounts and resolve disputes; review various processes and initiate improvements; generate various reports and review them for accuracy; assist with annual audit; attend meetings and seminars to stay current on applicable industry regulations; determine needs and concerns of vendors and customers and explain existing policies, procedures, and program requirements.

Assist in preparing and monitoring department budget; prepare budget reports regarding cost estimates, revenues and expenditures, and budget projections; recommend and complete budget transfers; coordinate employee time-tracking for department; maintain records; assist in the preparation and evaluation of special projects; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and five (5) years of experience in bookkeeping, accounting, or closely related field **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* technical accounting methods, forms, classifications, terminology, policies, and procedures; computerized accounting practices; equipment, materials, services and supplies used in law enforcement services and the best sources for such products; related laws, codes, rules, and regulations governing functions of the position; basic English composition, spelling, and grammar. *Skill in:* applying for grant funds; balancing, verifying, and reconciling accounts; making mathematical calculations; using spreadsheet software; interpersonal relations; practicing trust-building behaviors. *Ability to:* plan and organize to meet deadlines; quickly and accurately perform work; read, comprehend, and apply City accounting procedures; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively, both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, copier, telephone, fax machine and other basic office equipment.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods.

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards. May include exposure to high-stress situations or environments, including, contact with the public, vendors, or subordinates in confrontational or uncomfortable circumstances.

Richard Terwood
Department Director

12-02-2019.
Date

[Signature]
Mayor/Chief Administrative Officer

12-4-2019
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.