

CLASS SPECIFICATION
Public Safety Contracts Administrator

GENERAL PURPOSE

Reporting to the Assistant City Manager, the Public Safety Contracts Administrator performs a variety of complex and responsible administrative, financial, statistical and related management analyses in support of City and department activities, functions and programs; provides sound professional recommendations for action and significant assistance in formulating policy, procedure, legislative activity; and, performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position classification. The position is responsible for administration of the contracts through which public safety services are procured for the Moreno Valley community. The Public Safety Contracts Administrator carries out complex and responsible management level work on a wide range of management, administrative, financial, facilities and organizational issues in support of the planning and execution of City-wide and/or department goals and objectives. The incumbent must be capable of identifying and applying appropriate study methodologies and utilizing analytical tools and techniques to realize reliable, fact-based, sound conclusions on which to form recommendations. Assignments are typically defined in terms of objectives to be accomplished and work is evaluated on the basis of results achieved. The employee in this classification is required to initiate, coordinate and manage operations with considerable independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as typical examples of the various types of work that may be performed. The omission of any specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, coordinates, organizes and conducts complex administrative, management and legislative analyses and studies relating to administration of public safety services. Serves as a liaison between the City and contract public safety service managers; ensures contract compliance, enforces contract provisions; prepares comprehensive timely reports of contract activities; develops the scope and specifications for complex contractual services; researches and interprets contract provisions which includes explaining contract processes, penalties, and compliance terms to stakeholders; prepares cost-benefit analyses for contract activities; coordinates and may be involved in the negotiation of the renewal and extension of contracts. Identifies problems and/or deficiencies in performance; utilizes analytical techniques and statistical and information-gathering processes and obtains necessary information and data for evaluation of services; reviews and recommends adjustments to administrative processes to ensure compliance with all applicable laws, regulations, policies, plans, and procedures; remains knowledgeable of changes in the law which affect operations; anticipates and provides alternative methods of maintaining service levels within budget parameters. Discusses findings with appropriate management personnel; prepares and presents reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; drafts reports, recommends legislative and/or policy change documents and presentation materials for management.

2. Performs difficult and responsible assignments in connection with preparation and management of large complex operating budgets; develops and/or participates in the development of budget requests, working with public safety chiefs and program/division managers as appropriate; monitors expenditures according to budget allocations/appropriations; monitors purchase requisitions, accounts payables, and expenditures, recommending adjustments as necessary; recommends cost saving measures; participates in the forecasting of funds needed for equipment, material and supplies; participates in development of financial plan objectives, including major financial plans such as capital budgeting, planning and investigation of financing methods; coordinates the maintenance and replacement of equipment; develops multi-year projections and analyses; prepares analyses, staffing analyses and budget status and monitoring reports; drafts budget request reports and documents; prepares budget adjustment requests.
3. Administers, coordinates and monitors the contracts and budgets for police and fire services; tracks contract amendments and scope of work change orders; tracks program expenditures to ensure that accurate apportionment of costs consistent with public safety contract terms, monitors progress and performance against contract requirements and provides reports to City Manager's Office; drafts contract correspondence; prepares and maintains documentation on a wide variety of contract and contract administration issues.
4. Working closely with the City's (contract) Police and Fire chiefs, prepares, recommends and monitors strategic plans to meet the City's current and long-range police and fire needs.
5. Researches grant funding opportunities for the department; prepares federal and state grant applications to establish programs and obtain additional funding; prepares progress reports on grants; maintains files and documentation.
6. Provides staff assistance to the Police Chief and Fire Chief, to include conducting a variety of special studies and investigations related to administration of the City's contracts for public safety services.
7. Reviews, tracks, analyzes and interprets proposed legislation on matters related to City programs, operations, policies, and other relevant issues; distributes proposed legislation to departments for feedback; compiles feedback and drafts position papers and correspondence; drafts regular legislative status reports to management and City Council; maintains the legislative database; meets with local legislators' representatives to discuss priority City issues.
8. Drafts proposed contracts and agreements and a variety of other supporting documents; monitors contract performance and expenditures; approves contract invoices for payment within guidelines and authority limits; develops the scope and specifications for complex contractual services; researches and resolves contract problems and disputes; transmits contracts for required City approvals and execution; consults with the City Attorney's office on difficult contractual issues.
9. Conducts research, analyzes data and drafts policy and procedure documents to address identified needs and issues; drafts communications materials required for implementation.
10. Drafts a wide variety of materials, including reports, procedures, manuals, communications memoranda, presentations, identifies issues, obtains input and feedback, conducts research and analysis; gathers data, maps and other supporting materials and develops recommendations.

Presents staff reports to City Council and produces a variety of other written materials in draft and final form; publishes and posts public notices in compliance with applicable ordinances and statutes.

11. Provides technical assistance to department staff by conducting research and drafting documents and materials for review; developing data collection tools, including surveys and questionnaires; analyzing program and operational data and developing recommendations to improve productivity and effectiveness; responding expeditiously to requests for information from supervisors, co-workers, and the public.
12. Supervises staff engaged in contract administration as well as others involved in the provision of public services, as assigned.

OTHER DUTIES

1. Manages and performs a variety of difficult and responsible special projects as assigned.
2. Represents the City and department on committees and at a variety of meetings and other functions related to areas of responsibility.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of administrative, organizational, financial and procedural analyses.
2. Principles and practices of public administration, including purchasing, contracting, grant management, trust fund administration and maintenance of public records.
3. Principles, practices and methods of municipal budget development and management.
4. Basic principles, tools and techniques of project planning and management.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Research methods and analysis techniques.
7. Principles and practices of sound business communication.
8. Record keeping practices and procedures applicable to areas of assigned responsibility.

Ability to:

1. Analyze administrative, operational, procedural, organizational and/or financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Coordinate and manage multiple, complex projects and competing priorities; meet established deadlines.
3. Collect, evaluate and interpret a myriad of data, both in statistical or narrative form.

4. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
5. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
6. Communicate effectively, verbally and in writing; present conclusions and recommendations clearly and logically.
7. Maintain files, records and documentation and confidentiality of all information received.
8. Exercise independent judgment and initiative within established guidelines.
9. Establish and maintain effective working relationships with public officials, department managers and City staff at all levels in the organization; representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

Education, Training and Experience:

A bachelor's degree in public, business administration, public safety or a closely related field. A minimum of five (5) years of progressively responsible professional experience performing administrative, operations, budgetary and similar analyses. Experience in a government agency is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and continuous eligibility for coverage under the City's vehicle insurance.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; speak, hear/communicate both in person and by telephone; use hands and fingers, work a computer and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and verbal communication skills; read and interpret data, information and documents; analyze and solve problems; observe situations and respond appropriately, interact in a positive manner with people; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, time-sensitive deadlines, successfully manage multiple concurrent

priorities; accomplish work while responding to regular and ongoing interruptions, and interact with public officials, management, employees at all levels in the organization, the public and others encountered in the course and scope of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.

Individuals selected to serve in this capacity may be required to successfully complete a comprehensive background check associated with access to public safety facilities.