

CITY OF DETROIT
invites applications for the position of:
**Executive Manager -
Police**

SALARY: \$65,908.00 - \$92,147.00 Annually

OPENING DATE: 08/12/16

CLOSING DATE: Continuous

DESCRIPTION:

The Board of Police Commissioners (BOPC) is the charter mandated oversight agency of the Detroit Police Department. **Under general directions, this position will carry out mandated budgeting oversight for the Department and direct, manage, and supervise the fiscal operations of the BOPC (agency).** This position is responsible for monitoring revenues and expenses and preparing reports for the inspection of the BOPC.

EXAMPLES OF DUTIES:

- Participates in establishing operational plans and initiatives to meet the goals and objectives of the unit.
- Provides project management support
- Implements and directs department plans, work programs, processes, procedures, and policies.
- Directs and participates in internal audits, cost analysis, and rate studies.
- Prepares financial reports and statements as required.
- Provides leadership and work with staff to develop and maintain a high performance, customer service-oriented work environment that supports the City's and Board's mission, strategic goals and core values.
- Maintains a working knowledge of all city and departmental policies, procedures, rules, regulations, codes, guidelines and memorandums; ensures compliance and initiates any action necessary to correct deviations.
- Establishes and maintains internal financial controls.
- Maintains confidentiality of departmental documentation and information.
- Performs other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Must have certification as a Certified Public Accountant (CPA). Must have experience in operating and supervising fiscal and accounting operations with at least ten (10) years experience in a complex organization. Must have experience in oversight management, auditing and government operations.

SUPPLEMENTAL INFORMATION:

SPECIAL NOTE:

- This is an at-will appointment and the candidate selected serves at the pleasure of the Chief of Police.
- Must have experience in accessing and manipulating complex financial management systems.