



Job Title: Public Safety Finance and Procurement Coordinator
Department: Police Department
Hours: 39 Hours per week
Salary: \$33.12 - \$36.70 per hour
Contract: Local 22 Unit B, Grade 11

DESCRIPTION:

The department seeks to hire a Public Safety Finance and Procurement Coordinator to handle the day-to-day grant management, grant purchases and financial aspects of the detail office.

ESSENTIAL FUNCTIONS:

- Grant administration for Police grants including but not limited to monitoring grants/grant programs,
- developing status/performance reports,
- preparing budgets and budget amendments,
- processing grant purchases and tracking expenditures;
- Coordinating and preparing departmental, interdepartmental and partnering agency meetings regarding the execution and administration of all proposed and secured grants.
- Handling all budgetary, fiscal, and programmatic grant management reporting for the Revere Police Department's Federal, State and privately funded grants.
- Tracking budgetary expenses and keeping accounts up to date.
- Providing grant administration oversight and complete all grant administration and reporting requirements.
- Ensuring compliance with all federal and state laws, rules, regulations and guidelines/ procedures pertaining to the grants indicated above.
- Establishing and maintaining professional working relationships with police department personnel and city staff, representatives from affiliate agencies, vendors and other stakeholders /community partners. This includes direct contact with state and federal agencies and City Hall to ensure the proper transfer of funds from grant allocated monies when appropriate.
- Invoicing, collection, and reconciliation of all vendor accounts/ledgers. Utilizing best practices and accepting accounting standards.
- Providing and collecting information on any construction or other events that may impact the safety and services to the City of Revere.
- Providing the proper information to potential vendors to obtain permits for various work.
- Depositing all vendor payments, including electronic transfers, to the City of Revere Treasury.
- Performs other related duties as required.

QUALIFICATIONS:

- High school diploma or equivalent required. Associate or bachelor's degree preferred.
- Ability to pass a background check suitable for access to police systems and sensitive materials
- Proficiency in Microsoft Office and basic IT troubleshooting
- Reverse residency is strongly preferred.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Knowledge of Windows and Apple operating systems as well as common commonly used software such as the Microsoft Office suite of products including but not limited to Microsoft Word, Excel and PowerPoint.
- Knowledge of computer applications and use of the Internet, including printer use, and various browsers including Google Chrome as well as cloud software such as Google apps, Dropbox, etc.
- Proficiency in MUNIS and grant reporting portals and software.

Abilities:

- Ability to learn new skills easily, including new computer software.
- Ability to work effectively and accurately under pressure in a fast-paced environment.
- Ability to use office equipment such as telephones, copiers, scanners, fax machines, and printers, including basic troubleshooting.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively, tactfully, and appropriately with the public.
- Ability to work collaboratively with diverse teams, as well as establish and maintain effective working relationships with co-workers, patrons, community organizations, and other stakeholders.
- Ability to be customer-focused, friendly, able to handle situations with discretion and tact, takes initiative, is resourceful, and practices good judgment, both individually and as part of a team.
- Ability to exercise initiative and independent judgment.
- Ability to work independently with minimal supervision

Skills:

- Independent problem-solving skills.
- Strong communication, interpersonal, and organizational skills.
- Excellent program planning and organizational skills.
- Excellent written and verbal communication skills

PHYSICAL ENVIRONMENT:

Work is performed primarily in a classroom-type, open environment, subject to moderate noise during both regular business hours and on some nights and weekends. Daily interaction with the general public in person, by phone, or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their

normal responsibilities from time to time as needed.

EQUAL OPPORTUNITY EMPLOYER:

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability protected veteran status, or any other legally protected basis, in accordance with applicable law.