

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: BUDGET & LOGISTICS SUPERVISOR

Exempt: Yes

Pay Grade: M525

Approved Reviewed By: Sheriff Darren Weekly

Job Type: 5281M

Department: Office of the Sheriff

Date: 01-10-23

Definition/Scope of Work: Professional-level and highly responsible work performing a variety of complex financial, budgetary, supervisory, management, and administrative duties for the Sheriff's Office Budget and Logistics function. The incumbent is charged with supporting the Manager of Budget and Logistics and assists in the day-to-day oversight of the Sheriff's Office accounting, procurement, budgeting, and administrative functions including all aspects of the annual budget development process and year-end financial activities and reporting.

Supervision Exercised: This position supervises subordinate personnel to include training, coaching, development, performance evaluations, and technical direction and guidance.

Supervision Received: This position reports directly to the Manager of Budget and Logistics.

Examples of Duties and Responsibilities: (These duties are illustrative only and are not intended to be inclusive.)

- Assists the Manager in the administration of the Sheriff's Office Budget and Logistics function; may serve as the Manager of Budget and Logistics in the Manager's absence
- Supervises Budget and Logistics staff members including coaching, training and development, and performance evaluations. Collaborates with recruitment team to recruit and onboard new hires.
- Fosters a collaborative environment with all Sheriff's Office divisions and provides guidance to Budget and Logistics staff members and designated divisional staff relative to procurement/contracting and the processing of revenues and expenditures.
- Initiates new Requests for Proposals (RFPs), evaluates responses, outlines comparisons, participates in the selection of new vendors, and develops proposed contract language in conjunction with divisional personnel and the County Attorney's Office.
- Ensures Requests for Proposals (RFPs), contracts, IGAs, MOUs, and grants fully comply with County and Sheriff's Office financial policies, legal requirements, CALEA standards, and ACA and/or NCCHC standards if applicable, in conjunction with the County Attorney's Office.
- Oversees the Sheriff's Office contracting and grant functions using a collaborative approach with the specific authorized representatives.
- Prepares and delivers informational and training presentations on Budget and Logistics

- topics as needed.
- Identifies and proposes changes to relevant Sheriff's Office Policies and Procedures to include those of a financial nature in the Detentions and Investigations divisions.
 - Reviews financial statements prepared by the other Budget and Logistics staff members for accuracy, ensures that quarterly reporting is completed and submitted timely, and coordinates the tax preparation with the designated outside accounting firm(s) ancillary organizations.
 - Establishes, maintains, documents, and provides technical analysis for the evaluation, preparation, and presentation of the annual Sheriff's Office budget. This includes the preparation and analyzing multi-year forecasting of revenues, salaries and benefits, operating expenditures, capital projects and grants. This includes the compilation and/or review of supplemental budgets for the Sheriff's Office.
 - Assists command staff and division commanders and staff in the preparation of their annual departmental/divisional budgets and new requests. Provides necessary training for designated office staff for the JDE Budget Module.
 - Develops analytical models, methodologies, and trends to assist in decision making or requests for spending needs and the accuracy of revenues and expenditures projections.
 - Prepares ad hoc analyses for bureaus and divisions as needed to include salary, benefit, operating, and capital cost projections for potential staff additions or new project costs.
 - Conducts mid-year and year-end revenue and expenditure reviews with divisional leadership to ensure spending compliance; prepares correcting accounting entries and budget reallocations as needed.
 - Conducts specialized research on subjects as requested. Such projects may require the need to perform outside research and interaction with other public and private organizations.
 - Oversees all Sheriff's Office grant functions to include the evaluation of potential funding solicitations, grant writing and application development, submission and approvals, and oversight of grant awards to include financial reporting and coordination of non-financial progress reports as required.
 - Work with divisional staff and the Grants and Contracts Administrator to resolve contractual issues including interpreting contract language and negotiation of contract changes. Consult with the County Attorney's Office on complex contractual issue.
 - Ensures that awarded grant funding is appropriated through the supplemental budget process.
 - Demonstrates familiarity with CALEA standards as they pertain to contracts and financial information and federal, state, and local grants and submits related required documentation to the Accreditation Unit.
 - Assists the Budget and Logistics Manager in the day-to-day oversight of the Sheriff's Office accounts payable, accounts receivable, purchasing, and inmate accounting functions.
 - Develops and maintains complex financial forecasts and revenue, expenditure, and statistical analysis of a historical nature for use in determining future needs.
 - Actively participates in all aspects of the annual budget development process and in year-end financial activities.

- Serves as a key member of the Sheriff's Office financial team and as a financial resource for all levels of Sheriff's Office management and staff.
- Other duties as assigned.

Consequence of Error: This is highly responsible, professional level work involving contract management, grant management, and financial and grant reporting. Consequence of error may result in legal action or negative media coverage, non-compliance with federal, state, or local grant requirements causing future grant funding opportunities to be at risk. In addition, funding opportunities could be lost if research is not performed thoroughly, deadlines are missed, or if grant applications are not completed appropriately. Funding awarded could be required to be returned if program responsibilities are not tracked and communicated properly to management or staff. Inaccurate financial analyses utilized in decision-making could result in overspending statutory spending limitations. Failure to include required contract language or to comply with proper approval procedures for contracts could result in contractual disputes or contracts being deemed invalid with potential fiscal or legal implications.

Education: A Bachelor's degree in accounting, finance, or related field is required.

Experience: Five years of experience including at least three years of supervisory experience and proven leadership abilities, preferably in the public. A Master's degree may substitute for two years of the required experience. A combination of experience and education may be considered.

Essential Functions:

Language Skills: Ability to effectively communicate in both and oral and written form. Ability to read, analyze, and interpret financial reports and contract documents. Ability to develop meaningful reports and correspondence. Ability to respond to common inquiries or concerns from regulatory agencies, department officials, County employees and the public. Ability to draft various forms of legal documents. Ability to effectively present information in both oral and written form. Ability to establish and maintain effective work relationships.

Computer Skills: Must have advanced user-level competency with Microsoft Excel, Word, Visio, PowerPoint, and Outlook, QuickBooks, Quicken, and specific vendor-provided inmate accounting software in addition to proficiency in utilizing the internet. Familiarity with JD Edwards financial software is extremely helpful.

Mathematical Skills: Strong mathematical skills in addition, subtraction, multiplication, division, fractions, percentages, ratios, etc. and the ability to develop complex formulas are necessary.

Reasoning Ability: Ability to utilize judgement in answering questions, evaluating issues, and

proposing funding requests. Ability to use principles of logic or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Ability to make sound decisions, generalizations, judgments, and recommendations.

Other Skills and Abilities: Ability to conduct research using the internet and other available reference sources. Knowledge of accounting and budgeting principles is necessary. Must have strong organizational skills. Ability to lead a team and manage personnel.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Physical Demands: The employee must possess the ability to frequently stand, sit, walk, operate general office equipment, reach with hands and arms, talk, or hear, and tolerate a quiet to loud noise level in the workplace. May be required to give presentations to small and large groups.

Independent Judgment: Work is performed independently. Incumbent is given broad terms and format allowing a great amount of latitude and individual judgment to accomplish goals and achieve desired results.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.