

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: BUDGET AND LOGISTICS MANAGER

Exempt: Yes

Pay Grade: M525

Approved/Reviewed by: Sheriff Darren Weekly

Job Type: 5252M

Department: Office of the Sheriff

Date: 01-10-23

General Duties: Performs a variety of complex and specialized managerial and financial activities necessary to ensure and facilitate the sound financial and administrative operation of the Sheriff's Office. This position is distinguished from other positions of similar title by the broad range of financial and administrative responsibilities assigned, the degree of delegated authority, and required job knowledge.

Supervision Exercised: Supervises subordinate personnel to include training, performance evaluation, and discipline in accordance with Sheriff's Office policies and procedures.

Supervision Received: Works under the general supervision of the Undersheriff.

Examples of Duties and Responsibilities:

- Assists the Sheriff and all members of the command staff in the financial, logistics, and administrative functions of the Sheriff's Office.
 - Determines the financial structure for all Sheriff's Office cost centers by funding source with an emphasis on program budgeting and divisional accountability relative to both revenue and expenditures.
 - Directs the preparation of the annual budget by guiding the command staff and cost center managers in developing their individual budgets, justifying/ evaluating requests for new programs/funding requirements, making recommendations to the Sheriff and Undersheriff, assembling required documentation, and ensuring compliance with County budget submission requirements.
 - Acts as the budget/planning liaison with County administrative/financial personnel.
 - Develops long-range financial forecasts of revenue and expenditures for both the Law Enforcement Authority (LEA) Fund and the Justice Center Sales and Use Tax Fund.
 - Oversees the accounting, purchasing, accounts payable, accounts receivable, and functions for the Sheriff's Office and ensures that all transactions related to County funds are submitted for processing by the County Finance Department in accordance with Sheriff's Office and County policies.
 - Oversees the accounting aspects of the Douglas County Seizure Funds (both federal and State accounts), the Impact Unit Seizure Funds (federal, State, and operating), and the Douglas County Explorer Post 10-4.
 - Oversees the transactions and financial reporting for the Douglas County Inmate Escrow Account (inmate trust fund) to ensure that the funds held on behalf of inmates
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- are handled and documented appropriately and coordinates with the selected outside audit firm for periodic reviews of the accounts as applicable.
- Oversees the monthly and annual financial reporting/reconciliation of other specific Sheriff's Office accounts including inmate welfare and serves as a voting member of the Inmate Welfare Committee.
 - Serves as the Sheriff's ex-officio, non-voting financial representative to represent the fiduciary oversight responsibilities of the Sheriff relative to the Douglas County Deputy Sheriff's Association (DCDSA) and the Douglas County Fallen Officers Fund.
 - Closely monitors budget performance throughout the year and makes budget adjustments via budget reallocations or supplemental budget requests as needed in accordance with spending authority and County policy.
 - Ensures proposed expenditures are appropriate and takes action to facilitate and expedite all transactions including those submitted through the eVouchering process.
 - Develops and evaluates Requests for Proposals in conjunction with the Grants and Contracts Administrator and the appropriate divisional management staff, oversees the Sheriff's Office role in the RFP process, and provides assistance/guidance Command Staff in evaluating/selecting vendors.
 - Develops a variety of financial reports and analyses, both tabular and narratively, as required and to assist in decision-making.
 - Oversees the Sheriff's Office contracts administration function, participates in contract negotiation, and ensures procedural compliance with County policies.
 - Ensures that all capital and controllable assets (including known donated assets) are reconciled with the entries into the designated inventory system and that required physical inventories are completed and documented as required by Finance and CALEA.
 - Supervises the work of the Paralegal Contracts/Litigation Analyst, the Budget Analyst, and the Accountant and performs related personnel evaluations, etc.
 - Performs both related and unrelated duties as required and assigned.

These duties are intended to be illustrative only and are not intended to be all-inclusive. The County reserves the right to change the duties and essential functions of this job at any time.

Consequence of Error: This is highly responsible work performing a variety of managerial and financial duties. Consequence of error in making recommendations or compiling inaccurate financial analyses utilized in management decision making may result in having insufficient funding available when needed, exceeding statutorily mandated spending limitations, and/or putting future funding opportunities at risk. Consequence of error in overseeing the accounting for inmate funds could ultimately result in legal action or negative media coverage.

Education: Generally a Bachelor's degree in accounting, finance or related field. A Master's degree may substitute for one year of the required experience.

Experience: Seven years of progressive accounting and budget experience including at least two years of management level experience, preferably in the public sector or any equivalent combination.

Certificates, Licenses, Registrations: Must possess a valid Colorado driver's license.

Essential Functions:

Language Skills: Ability to effectively communicate in both oral and written form. Ability to read and interpret documents, policies, and procedures. Ability to develop meaningful reports and correspondence. Ability to communicate effectively with elected officials, management, officials from other agencies, co-workers, and the public. Ability to establish and maintain effective working relationships.

Computer Skills: Must have intermediate 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 apply principals of logical or scientific thinking to define problems, collect data, establish facts, draw valid conclusions, and present findings in a meaningful, understandable way. Ability to make generalizations, judgments, recommendations, and decisions.

Other Skills and Abilities: Thorough knowledge of fund accounting, budgeting and strategic planning principles and practices. Experience in governmental budgeting principles and familiarity with the Colorado Revised Statutes as they apply to county government is preferred.

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.

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.
