



DEPARTMENT OF
**HUMAN
RESOURCES**

**CITY OF
RICHMOND**
Department of
Human Resources
900 East Broad
Street, Suite 902
Richmond, VA 23219
804-646-5660
<https://www.rva.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Program and Operations Supervisor**

An Equal Opportunity Employer

SALARY

\$2,296.50 - \$3,668.15 Biweekly \$59,709.00 - \$95,372.00 Annually

ISSUE DATE: 05/10/22

FINAL FILING DATE: 06/12/22

THE POSITION

The City of Richmond Police Department is seeking an experienced and detail-oriented professional to fill the position of Program and Operations Supervisor within the Finance Division. The day-to-day functions of this position include overall management of the department's budget, providing monthly/quarterly financial reports and supervision of the Payroll, Grants and Procurement units.

The Program and Operations Supervisor will oversee the financial and operational aspects of assigned program, providing first level supervision of employees. Incumbent will supervise staff; set program goals, objectives, and standards; plan and monitor programs for progress towards objectives; oversee changes in policies and procedures; oversee the maintenance of equipment; participate in special projects; prepare and monitor budgets and budget projections; oversee daily accounting and procurement functions; coordinate with clients, peers, the community, and other agencies; manage contracts as well as financial and performance data; and prepare reports.

DUTIES INCLUDE BUT ARE NOT LIMITED TO

- Preparing financial forecast for Police Department.
- Preparing monthly and/or quarterly financial reports for Deputy Director, review and distribution to senior command staff.
- Reviewing monthly/quarterly reports for variances and identifying the reason for variances.
- Collaborating with Deputy Director to develop cost savings in personnel and operation general fund budget.
- Assisting with preparation of annual, special funds and capital improvement budgets.
- Identifying opportunities for streamlining current processes and proposing enhancements to the efficiency and effectiveness of internal control procedures.
- Identifying cost savings measures if needed.
- Assisting with annual budget preparation and development.
- Supervising Police grants, payroll and procurement.

QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree in business or public administration, or field related to assignment.
- Four years of journey-level professional experience in area related to assignment.
- A Master's degree in business, public administration, or field directly related to assignment may be preferred.
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification.

PREFERRED EXPERIENCE:

- A Master's degree in accounting or CPA preferred qualifications.
- Three to five years of financial forecasting and tracking. Intermediate to expert usage of Excel. Knowledge of public budgeting, payroll, grants and procurement.

LICENSING, CERTIFICATIONS, and/or OTHER SPECIAL REQUIREMENTS:

- Some assignments may require a valid Driver's License with a satisfactory driving record and a valid Commonwealth of Virginia Driver's License within 30 days of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of accounting, budgeting, accounts payable/receivable; computer programs such as Microsoft Office Suite; data analysis; data management; Electronic databases and related software applications (such as RAPIDS financial system, EIS eXpress reporting/ GL Connect); Federal regulations pertaining to assigned area; general knowledge of the laws and legal procedures related to focus area; implementation of Evidence Based Programs; project management. Demonstrated skills communicating and coordinating with various internal and external departments; creating and implementing policies and procedures; gathering and interpreting data routinely; interpreting and applying federal regulations for programs; managing contracts, projects, data, reports, etc.; overseeing daily accounting and procurement functions; overseeing the financial and operational aspects of programs of focus; supervising including conducting performance evaluations, mentoring, etc.; understanding a program's intent and application; writing standard operating procedures; communicating in writing and verbally. Demonstrated ability to pay attention to detail; organize; set timetables, achieve milestones, track progress, and take corrective actions.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
<https://www.rva.gov/>

EXAM #41M0000027
PROGRAM AND OPERATIONS SUPERVISOR
SD

Program and Operations Supervisor Supplemental Questionnaire

- * 1. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran

who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?

Yes

No

- * 2. 5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?

Yes

No

- * 3. Which best describes your highest level of education achieved?

High School

Some College

Associates Degree

Bachelors Degree

Masters Degree

- * 4. Which best describes your work experience with budget management?

None

1 to 3 years

3 to 8 years

8 or more years

- * 5. Which best describes the amount of the largest budget you have been responsible to manage?

Less than \$100,000

\$100,000 to \$1 million

\$1.1 million to \$49 million

\$50 million to \$100 million

Over \$100 million

- * 6. In the past three years, how often did you participate in preparing a forecast for a quarterly personnel budget?

Never

Rarely

Occasionally

Frequently

- * 7. In the past three years, how often did you participate in preparing the forecast for a quarterly operations budget?

Never

Rarely

Occasionally

Frequently

- * 8. Which best describes the staffing level of the organization for which you had budget management responsibilities?

Less than 50

50 to 99

100 to 499

500 to 999

Over 1,000

* 9. Which best describes your experience and knowledge of procurement processes?

None

Minimal

General

Extensive

* 10. Which best describes your experience and knowledge of payroll processes?

None

Minimal

General

Extensive

* 11. Which best describes your experience and knowledge of grants management?

None

Minimal

General

Extensive

* 12. Which best describes your work experience as a direct supervisor?

None

0 to 3 years

3 to 5 years

5 or more years

* 13. In the past three years, which best describes the number of employees you have been responsible for supervising?

None

1 to 2 employees

3 to 5 employees

6 to 9 employees

10 or more employees

* 14. Which best describes your experience collaborating with or presenting to senior staff?

None

Minimal

General

Extensive

* Required Question