



Police Administration Coordinator

Minimum Starting Salary: \$23.21 to 29.03 per hour, depending on qualifications

Grade: S12

NATURE OF WORK:

Performs administrative, financial and technical work assisting in the management of the business and financial operations of the Orlando Police Department. Primary duties include coordination of business and financial aspects including but not limited to budgeting, fiscal analysis, receivables, purchasing, payroll, projects, and systems administrator for specialized application software. Work is performed under the general direction of the Police Fiscal Manager and is reviewed through reports submitted, observations, periodic audits, discussions, evaluation of support ability, client feedback, and results obtained.

MINIMUM QUALIFICATIONS:

Bachelors Degree in business administration or related field plus two years experience in accounting, finance, and information systems or an equivalent combination of education, training and experience. Of necessity, the screening process is very selective and includes a criminal background check and polygraph examination. Only candidates with clean criminal histories who have been drug-free for a minimum of one year will be considered.

Minimum of one year experience in project management in system implementation for specialized software or system administrator for specialized application software highly desired. Preferred experience in governmental budgeting.

Applications may be submitted online at www.cityoforlando.net/jobs until October 8, 2017.