



**Deputy Director/ Albuquerque
Community Safety Policy (ACS) and
Administration UN**

Class Code:

Bargaining Unit: No Union

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE

Established Date: December 17, 2020

Revision Date: December 17, 2020

SALARY RANGE

\$0.00 Hourly

\$0.00 Biweekly

\$0.00 Monthly

\$80,000 to \$95,000 Annually DOQ

FLSA:

Exempt

POSITION SUMMARY:

Plan, Direct, manage, oversee and supervise a wide range of programs and activities within the Albuquerque Community Safety (ACS) Department which may include Administrative Services, Policy, and Training, as well as the preparation of grant applications and the formulation of policies in accordance with Federal and/or State regulations; coordination of assigned activities with other divisions, departments and outside agencies; and highly responsible and complex administrative support to the Community Safety Department Director.

This is a safety sensitive position subject to random drug/alcohol testing.

This is an unclassified at-will position.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within

the job.

SUPERVISION RECEIVED AND EXERCISED:

1. Receive general administrative direction from the Director, Albuquerque Community Safety
2. Exercise direct supervision of professional and clerical staff
3. Exercise supervision of contractors to ensure compliance with contract terms.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Assume full management responsibility for ACS Department Administrative and Policy and Training Divisions including the preparation and monitoring of the department budget, the formulation of policies in accordance with Federal, State and City regulations, grant applications, training and pipeline programs, personnel, and data and evaluation development.
2. Manage the development and implementation of division goals, objectives, policies and priorities for each program administered by the division.
3. Establish, within departmental policy, appropriate service and staffing levels through data analysis; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Participate in the preparation of grant applications; ensure compliance with applicable grant preparation requirements; facilitate and monitor the implementations of said funding.
5. Select, train, motivate and evaluate division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the annual budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Explain, justify and defend division programs, policies and activities; negotiate and resolve sensitive and controversial issues.
8. Represent ACS to other divisions, departments, elected officials and outside agencies; coordinate assigned activities with other divisions, departments and outside agencies and organizations.
9. Establish and maintain community/business partnerships to advance and coordinate the services offered to community.
10. Manage and maintain ACS pipeline program to include partnerships with local universities and certification programs.
11. Work in collaboration with Deputy of Field Response to create a comprehensive training program for different levels of staff.

12. Work across diverse communities and build strong partnerships, with experience in community organizing and working across public and private sectors.
13. Provide staff assistance to the Director; participate on a variety of boards, commissions and committees; prepare and present reports and other necessary correspondence.
14. Develop, participate in and oversee quality control evaluations for departmental responses to emergency calls and other activities.
15. Serve as the Director in his/her absence; represent the Director at assigned meetings.
16. Oversee contract administration for ACS contracts and coordinate with contract administrators in other departments that work closely with ACS, including Family & Community Services, Police and Fire Rescue.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned areas.
2. Respond to and resolve difficult and sensitive resident inquiries and complaints.
3. Perform other related duties and responsibilities as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Master's degree in public policy, human services, economics, public administration, public health, social work or education ; and

Five (5) years experience in municipal department management or social service management and administration.

ADDITIONAL REQUIREMENTS:

Possession of a valid New Mexico Driver's License or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within 6 months from date of hire.

PREFERRED KNOWLEDGE:

- Operations, services and activities of a comprehensive child & family development program
- Grant application and compliance requirements
- Principles and practices of program development and administration
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State and local laws, codes and regulations

PREFERRED SKILLS AND ABILITY:

- Plan, organize, direct and coordinate the work of lower level staff
- Select, supervise, train and evaluate staff
- Oversee the preparation of grant applications

- Facilitate the implementation of funding
- Analyze and assess programs, policies and operational needs and make appropriate adjustments
- Identify and respond to sensitive community and organizational issues, concerns and needs
- Develop and administer division goals, objectives and procedures
- Prepare clear and concise administrative and financial reports
- Prepare and administer large and complex budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new services delivery methods and techniques
- Interpret and apply Federal, State and local policies, laws and regulations
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for light lifting, sitting or standing for prolonged periods of time.