The City of Berkeley has an immediate opening for an Administrative and Fiscal Services Manager with the Police Department. This is an upper-level management classification used in the largest City departments or large divisions within those departments that have well-defined, fully-functioning administrative, fiscal and business service operations staffed by professional and administrative support personnel. Incumbents exercise broad discretion and judgment in the performance of duties and are considered to be fiscal experts with direct responsibility for all budgetary and financial matters within their organization. Other responsibilities may include program planning and evaluation, personnel management and contracts/grants management.

To qualify, you must have graduated from a four-year college or university with major work in accounting, finance, economics, business or public administration or a closely related field and five (5) years of professional-level experience preparing and analyzing major operational and/or capital improvement budgets, and exercising fiscal controls. Two of the five years must have included supervisory responsibilities. A Master’s degree in one of the above mentioned curricula may be substituted for one (1) year of the non-supervisory experience and is highly desirable.

Candidates who apply by the final filing date and meet requirements will have their names placed on an employment list that will be used by multiple City departments to fill career full-time and or temporary positions.

To apply and for more information about this opening, please visit our website at [http://agency.governmentjobs.com/berkeley](http://agency.governmentjobs.com/berkeley), no later than Monday, June 15 at 5:00 p.m. (PST).