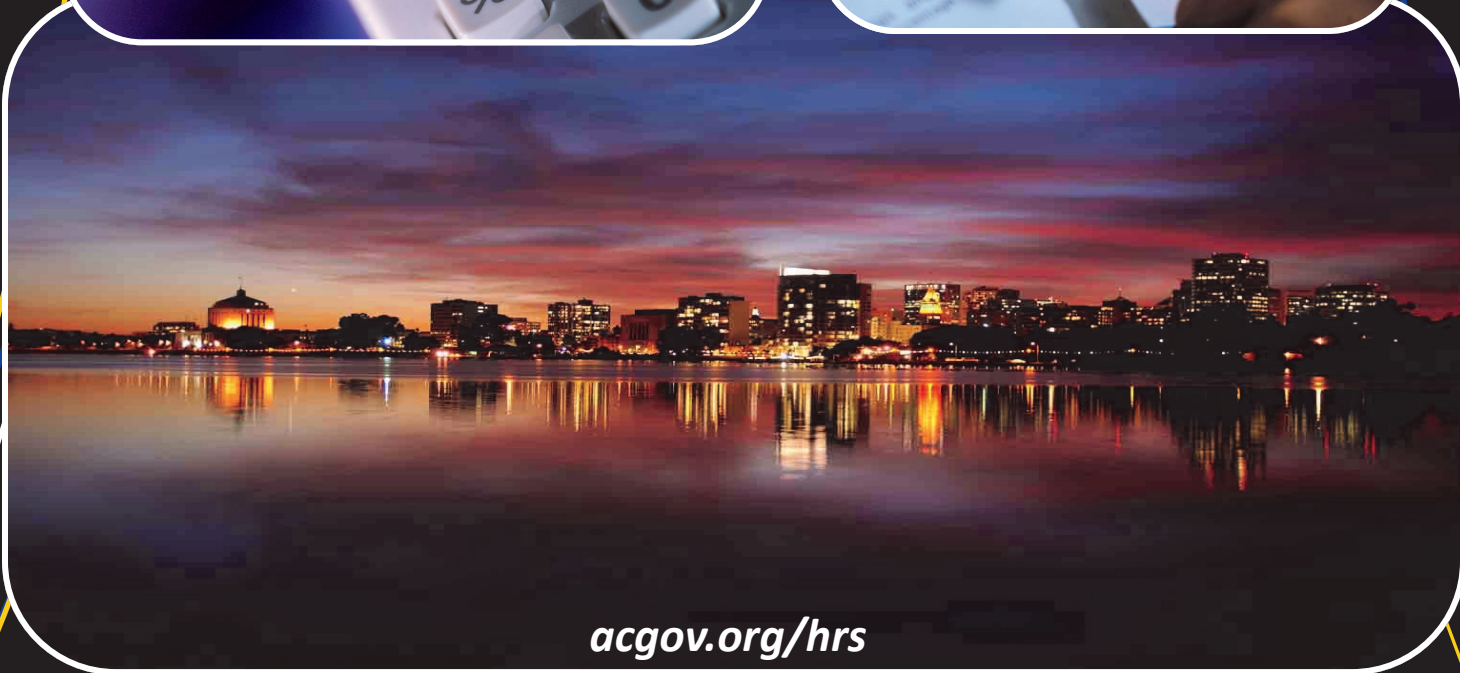




# *The Alameda County Sheriff's Office*

*Invites Applications for*

## **SHERIFF'S PROGRAM AND FINANCIAL SERVICES SPECIALIST**



[acgov.org/hrs](http://acgov.org/hrs)

## Alameda County Sheriff's Office

The Alameda County Sheriff's Office is a full service law enforcement agency. Currently, the Office has more than 1800 positions, both sworn and professional staff. The ACSO is organized into five divisions. Each division has responsibility for different public protection functions. The ACSO has numerous work locations spread throughout the county and is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the American Correctional Association (ACA). Additionally, the Sheriff's Office inmate health care provider, Prison Health Services, has dual accreditation through the National Commission on Correctional Health Care (NCCHC) and the California Medical Association (CMA). Together these form what is referred to as the "Triple Crown" of accreditation (ACA, NCCHC/CMA and CALEA) awarded by the National Sheriff's Association. Additionally, the Sheriff's Office Crime Lab is nationally accredited by the American Society of Crime Laboratory Directors (ASCLD). The Sheriff's Office Explosive Ordnance Disposal Unit has also been awarded national accreditation through the Bomb Squad Commanders Advisory Board.



## The County of Alameda

Alameda County, located on the east side of San Francisco Bay, is California's seventh-largest county. The County employs 9,080 full-time employees and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

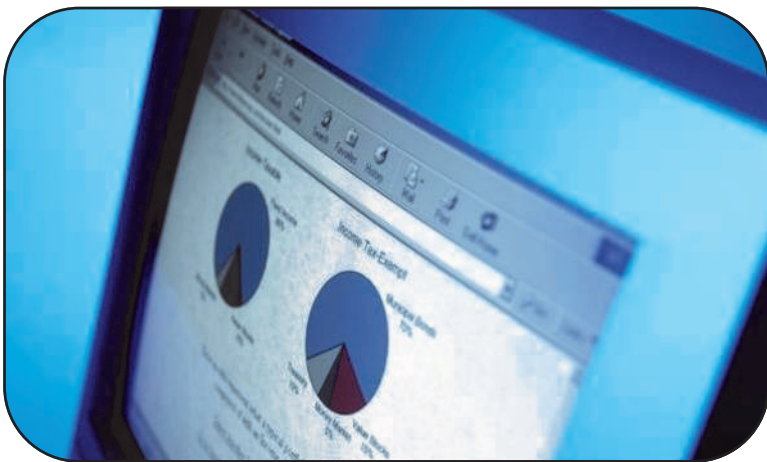
## The Grant Unit

The mission of the Alameda County Sheriff's Office Grant Unit is to identify grant awards and revenue enhancement opportunities to support law enforcement activities and the strategic goals and objectives of the Sheriff's Office. The Grant Unit performs administrative and financial functions in support of the various duty stations and Command Staff through the full life cycle of the grant from application to close out. The Grant Unit also develops procedures and provides oversight through assessments and other monitoring activities to ensure award funds are managed appropriately, and that expenditures are reported, tracked and are consistent with the programmatic objectives outlined in the original grant application.



## The Sheriff's Program and Financial Services Specialist

The Sheriff's Program and Financial Services Specialist provides professional, financial and administrative services to the Sheriff's Grant Unit; develops, implements and manages contract services; acts as County facilitator with contractors, other County departments and governmental agencies; recommends and assists with the implementation of programs, policy and procedure modifications; plans, designs and conducts operational, policy and programmatic studies; and does related work as required. These positions also exercise authority for decisions to insure administrative, financial and analytical services to an agency with a gross budget in excess of 300 million dollars.



## Compensation and Benefits

Alameda County offers a competitive compensation and benefits package.

The annual salary range is from \$60,382.40—\$80,932.80 annually.

Additional benefits include:

- Defined Benefit Retirement Plan covered by the 1937 Act
- Health and Dental Insurance
- Life/Accident Insurance
- Paid Vacation & Sick Leave
- Holidays (11 paid holidays; 4 floating holidays)
- Dependent Care Salary Contribution Plan
- Deferred Compensation Plan

**APPLICATIONS WILL ONLY BE  
ACCEPTED ON-LINE AT:**

***acgov.org/hrs***

***Until 5:00pm on 02/22/2011***

## The Ideal Candidate

The ideal candidate for this position will have a proven background in independently performing sophisticated research and operational policy analysis designed to maximize resources and operational effectiveness. Experience in Grant administration and management may provide a candidate with some of the competencies which will help them succeed in this position.

### Critical Attributes For Success Include:

- ***Excels in technical knowledge and skill*** - Keeps up with current developments and trends in the field of grant procurement and administration.
- ***Applies financial concepts and practices*** - Understands financial concepts and how to analyze and interpret financial information in order to make informed decisions; understands Cost Accounting Standards (CAS) and accounting principals.
- ***Communicates effectively*** - Clearly conveys information and ideas through strong written and verbal communication skills.
- ***Successfully builds partnerships*** - Identifies opportunities and takes action to build strategic relationships to achieve business goals.
- ***Seeks innovative solutions*** - Seeks alternate methods to achieve goals when met with obstacles.
- ***Makes effective decisions while working independently*** - Identifies and understands problems, issues and opportunities and can choose an effective course of action independently.
- ***Operates with integrity*** - Interacts with others in a way that gives them confidence in one's intentions and those of the organization.
- ***Maintains an exceptional level of quality*** - Accomplishing tasks by considering all areas involved, accurately checks processes and tasks.

## Professional Qualifications (Minimum Requirements)

### EITHER I:

**Education:** Equivalent to graduation from an accredited four year college or university (180 quarter units or 120 semester units) with major course work in business or public administration, or a field related to finance, accounting, budget, grants, contracts. (Additional experience as outlined below may be substituted for the education on a year for year basis.) **AND**

**Experience:** The equivalent of three years of full time professional level experience in independently providing complex administrative or management services, including planning, organizing and conducting high level administrative, organizational or other related studies in a public agency.

### OR II:

**Experience:** The equivalent of three years of full-time experience in the class of Administrative Specialist I/II, Financial Services Specialist I/II or equivalent or higher level in the Alameda County classified service (non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts).

## Application Process

**THE LAST DAY FOR FILING AN APPLICATION WILL BE 5:00 pm on 02/22/2011  
APPLICATIONS WILL ONLY BE ACCEPTED ON-LINE at ACGOV.ORG/HRS**

Interested candidates can apply for this position by submitting an official application and responses to the supplemental questions on-line by February 22nd, 2011. The examination will consist of the following steps: a review of candidates' application to verify possession of minimum requirements; a review and screening of the supplemental questionnaire to select the best qualified candidates; and an oral interview which will be weighted as 100% of the candidates' final examination score. The oral interview may contain situational exercises.

## Supplemental Questions

### TO COMPLETE THE APPLICATION PROCESS, YOU MUST ANSWER THESE SUPPLEMENTAL QUESTIONS:

1. Describe your professional work experience in complex financial planning, analysis and report preparation. In your answer include examples of experience providing complex administrative or management services, including planning, organizing and conducting high level administrative, organizational or other related studies in a public agency. Include your title, name of employer and dates of employment.
2. Please describe one or more your professional work experiences in locating, obtaining, and managing grants. What steps did you take to find the grant(s) and how successful were you in obtaining those grants once located? What specific requirements did some of those grants have and what steps did you take to ensure that those requirements were met? Please provide specific information as to the amount and purpose of the grant. Include your title, name of employer and dates of employment.
3. Describe an experience in which you had difficulty obtaining information from an internal or external colleague. What steps did you take to attempt to gather the information? What was the overall outcome?
4. Please describe your experience using automated financial systems. Indicate the purpose for which they were used and the specific tasks that were accomplished by using that system(s). Please include your title, dates of employment, and hours worked.

## Questions or Inquiries

Should you have any additional questions regarding this position feel free to contact:



Human Resource Services

**David Sides** | Human Resources Analyst II  
Human Resource Services Division, Alameda County  
1405 Lakeside Drive | Oakland, California 94612  
Office 510-272-6468 | Facsimile 510-272-6424  
[dsides@acgov.org](mailto:dsides@acgov.org) | [www.acgov.org](http://www.acgov.org)