

**THE CITY OF TEXARKANA, ARKANSAS**  
is accepting applications for the following position:

**Arkansas Law Enforcement Accreditation Program (ALEAP) Administrator**  
Full Time

**Arkansas Law Enforcement Accreditation Program (ALEAP) Administrator, Job Description:**

The Arkansas Law Enforcement Accreditation Program (ALEAP) manager will be responsible for monitoring the continued compliance with (ALEAP) and the internal management system that facilitates continued compliance with ALEAP Standards. Reaccreditation standards must be met on a 3-year audit and on-site visit cycle.

**Duties and Responsibilities:**

- Manage and provide administrative oversight of the ALEAP program
- Ensure all required inspections, related audits and reports are completed in a timely manner
- Maintain all documentation related to program inspections, audits, and related reporting requirements
- Review department policies to ensure continued compliance with the ALEAP Standards and generate new or revised policy material mandated by the established standards making such new and/or revised policy content available to the Chief of Police for consideration and implementation
- Disseminate new or revised policy content following approval by the Chief of Police and maintain appropriate dissemination records
- Establish and maintain the necessary programmatic files including appropriate records documenting proofs of compliance as mandated within the ALEAP Standards
- Generate and submit all applicable annual reports as mandated within the ALEAP Standards
- Prepare and facilitate any on-site review of the program
- Develop and/or utilize a tracking system to ensure continued compliance with ALEAP Standards

The ALEAP Accreditation Manager shall utilize the **Power DMS** and **Virtual Academy** software to track and facilitate policy development, policy dissemination requirements, policy training mandates, applicable proofs of compliance and program guidelines related to submission standards.

### **Grants Administrator, Job Description:**

Responsible for identifying grant opportunities, preparing grant applications, securing grants of all types, and management of approved grants in specified functional and program areas. Work is performed under the supervision and direction of an administrative supervisor. An employee in this class is responsible for researching and identifying grant opportunities, preparing grant applications and the management of approved grants within the police department.

This position will also be assigned special projects by the administrative supervisor. Work requires independent judgment to determine courses of action, ability to develop and articulate presentations of facts and support conclusions and recommendations. Supervision is received from a professional superior who evaluates work through review of completed projects. This is professional work of a specialized nature which involves problem solving and decision making. Independent judgment is exercised in performing duties which include identifying, developing and coordinating intergovernmental resources available to the City in the form of grants, researching and evaluating community and city needs, identifying and recommending fundable programs, securing grants for selected programs, and monitoring the administration of such programs.

### **Duties and Responsibilities:**

- Conducts research to identify, apply for, administer, supervise, coordinate and monitor federal, state, and local grants or loans in accordance with applicable standards, regulations, and guidelines
- Interacts with federal, state, and local agencies to ensure that grant projects comply with program guidelines for expenditure, funding, and accountability
- Investigates, researches and analyzes legislation relating to federal, state and local grant programs
- Obtains access to new legislation relating to current and future programs
- Works in close conjunction with City department directors to determine programs which could be funded through grants
- Prepares grant applications and proposals for submittal, including writing, reviewing, and editing grant applications and proposals
- Coordinates and participates in city and other governmental meetings related to grant needs and applications and provides answers to inquiries from the general public, department administrators, city employees, or other individuals requesting assistance
- Prepares monthly reports on funded and non-funded project status
- Maintains and verifies payment records, reviews invoices and records receipts
- Coordinates with team members and partners to ensure timely completion of grants/loans
- Assists in setting short and long-range goals for the department relating to financial and informational data processing needs and technology
- Performs related duties as required

**Minimum Qualifications:**

Bachelor's degree in Public or Business administration, preferably with some responsible experience in obtaining grants, administration of grants, or in an appropriate area of specialization OR an equivalent combination of training and experience which provides the required knowledge, skills and abilities AND possession of a valid driver's license.

**Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices of public and business administration
- Knowledge of the organization, functions, and activities of the various sectors of the city, and those of other governmental agencies
- Knowledge of basic accounting principles and procedures  
Knowledge of research techniques and the sources and availability of current information
- Knowledge of municipal accounting, financing, auditing and expenditure control systems and procedures
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness
- Ability to prepare meaningful and informative special and regular financial and statistical reports
- Ability to exercise sound judgment in analyzing facts and arriving at conclusions
- Ability to establish and maintain effective working relationships with fellow employees and the general public
- Ability to follow complex oral and written instructions
- Ability to express oneself effectively orally and in writing

The City of Texarkana, Arkansas offers a comprehensive benefits package to all regular full-time employees including vacation, holiday, and sick leave as well as medical, dental, vision insurance.

**SALARY:**

44,782

Applications and resumes will be accepted until 5:00 p.m. on Friday, December 2, 2022 at the Arkansas City Hall. Applications and resumes may also be faxed to (870)772-8182; emailed to [Rachel.hopkins@txkusa.org](mailto:Rachel.hopkins@txkusa.org); or accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.