

TITLE: FALSE ALARM PROGRAM COORDINATOR  
LOCATION: POLICE DEPARTMENT/SUPPORT SERVICES  
WORK SCHEDULE: REGULAR WORK HOURS  
HIRING SALARY: \$25,970.25 NON-EXEMPT  
CLOSING DATE: OPEN UNTIL FILLED

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**GENERAL DESCRIPTION:** Under immediate supervision, performs responsible technical work in the maintenance and preparation of complex financial records and does related work as required. Issues and updates alarm permits for the Police and Fire Departments and annual renewal of permits, if applicable. Notifies alarm companies of City regulations and mails permits to customers and alarm companies. Monitors daily false alarms, determining excessive users and civil penalties to be collected. Answers customer phone calls and correspondence on billing, false alarms, and permit questions. Meets with alarm companies and with customers, if necessary, to resolve concerns with false alarms, civil penalties, and other issues. Compiles data and prepares monthly, annual, and special reports on false alarms to track the number of false alarms and revenue generated. Coordinates the alarm hearings and appeals process. May provide training and supervision of an accounting clerk and other clerical staff; may be the Department's accounting clerk; accepts and receives payments for division services; make bank deposits of department's cash receipts; may write letters to citizens and make calls (telephone and in person) to banks and citizens to secure funds.

**REQUIREMENTS:** Any combination of education and experience equivalent to a high school diploma, supplemented by college level courses in accounting and considerable experience in accounting related activities. Knowledge of standard business accounting and bookkeeping principles and practices. Will need to become proficient in alarm module in Police System and will need to become proficient in the entry of invoices in the City's Revenue System. Knowledge of laws, ordinances, and regulations governing the work and knowledge of modern office methods, practices and equipment. Ability to review and prepare financial reports and records. Ability to establish and maintain effective working relationships with other employees and the general public.