



## ASSISTANT POLICE CHIEF

DEPARTMENT: POLICE  
GRADE 552

### CHARACTERISTICS OF THE CLASS:

Under administrative direction of the Police Chief, assists in the direction of operations and activities within the Police Department through administrative authority and supervision of assigned field and staff functions. This position requires exercise of independent judgment in the performance of the duties of the office. Duties include directing and/or guiding departmental, managerial and operational staff toward achieving established goals and objectives. Work is performed with considerable discretion and latitude in the conduct of police operations. Work is reviewed through conferences, reports and observations of results obtained. May assume duties of Police Chief in absence.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists in departmental planning; develops the broad outline of the work to be done; establishes methods for accomplishing departmental objectives; ensures that departmental goals and objectives are consistent and/or compatible with goals and objectives set by the city.
2. Assists in the organization of the department to meet established goals and objectives; establishes formal lines of authority; establishes and maintains work groups to meet defined objectives.
3. Assists in the function of departmental staffing; identifies and documents departmental staffing needs; develops requests and/or proposals for additional staff; hires, promotes, appoints, and terminates the employment of members as required; identifies training requirements and provides training for departmental staff.
4. Communicates general and specific departmental rules, regulations, policies and procedures; establishes and oversees procedures for maintaining discipline; resolves major operational deficiencies and conflicts; supervises other subordinates when necessary.
5. Maintains continuous liaison with other department heads, city staff, and various outside agencies.
6. Responds to a variety of operational and administrative questions and inquiries from various sources; oversees the preparation of the departmental quarterly and annual reports; prepares and/or oversees the development of a variety of analytical reports, projects, and proposals.
7. Participates in the development and administration of the departmental budget; establishes controls on expenditures.
8. Prepares and delivers speeches, lectures, and presentations; represents the department and the city before various city and county boards, commissions, and committees.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

## **REQUIREMENTS:**

### **A. Training and Experience**

Bachelor's Degree from an accredited college or university in Police Science Public or Business Administration or related field; supplemented by ten (10) years of progressively responsible work in police administration, five (5) years of which should have been at the upper command level; or an equivalent combination of training and experience. Must have attended the FBI national academy, the southern Police Institute, or an equivalent. Must be a Florida certified Law Enforcement Officer.

### **B. Knowledge, Abilities and Skills**

Knowledge of the principles, practices, and techniques of modern law enforcement.

Knowledge of the principles and practices of organization, management, budget development and personnel administration. Knowledge of federal, state, and local laws and ordinances that affect or are enforced by the police department.

Knowledge of community geography and demographics.

Knowledge of modern management principles and practices.

Ability to plan, evaluate, assign, and coordinate activities performed by the police department.

Ability to motivate, manage, and supervise employees with varying levels of education and work experience.

Ability to establish and maintain effective working relationships with other city departments, public agencies, the news media, and the general public. Ability to speak effectively and comfortably to large groups of people.

Ability to communicate effectively, orally, and in writing.

Ability to plan, organize, direct, and evaluate complex programs and operational activities.

Ability to react calmly and quickly in emergency situations.

Ability to maintain proficiency in the use of firearms, communications, automotive, and other equipment.

Requires the ability to interpret and administer union contracts.

Requires the ability to analyze complex managerial and administrative problems, formulate solutions, and take independent unilateral actions.

### **C. Physical Requirements: 2**

### **D. Environmental Requirements: 1**

### **E. Sensory Requirements: 3, 8, 9**