



POLICE CHIEF

DEPARTMENT: POLICE
GRADE 555

CHARACTERISTICS OF THE CLASS:

Under administrative direction of the City Manager, manages the operations and activities of the Police Department through administrative authority and supervision of assigned field and staff functions. This position requires the exercise of independent judgment in the performance of the duties of the office. The incumbent makes unilateral decisions as necessary to accomplish departmental goals. Duties include directing and/or guiding departmental, managerial and operational staff toward achieving established goals and objectives, maintaining liaison with various segments of the community, and developing future managers through training and experience. 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.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Performs and/or oversees 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; formulates and prescribes work methods and procedures to be followed by members of the department; takes necessary steps in improving police operations.
2. Organizes the department to meet established goals and objectives; establishes formal lines of authority; establishes and maintains work groups to meet defined objectives.
3. Oversees 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. Establishes and communicates general and specific departmental rules, regulations, policies and procedures; establishes and oversees a procedure for maintaining discipline; resolves major operational deficiencies and conflicts; supervises other subordinates when necessary; develops future managers through appropriate.
5. Maintains continuous liaison with other department heads, city staff, and various outside agencies; maintains liaison with various segments of the community to determine community needs and to receive feedback regarding the department's performance.
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. Oversees the development and administration of the departmental budget; establishes controls on expenditures.
8. Interacts with the community on behalf of the department and the city; 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 fifteen (15) years of progressively responsible work in police administration, five (5) years of which should have been at the upper command level. 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