



Job Description

Title:	Police Chief		Created:	August 2007
Salary Level:	By Contract		FLSA Status:	Exempt
Supervisor:	City Manager	Supervises:	Applicable Staff	
Job Family:	Police	Bargaining Unit:	None	

JOB SUMMARY:

To plan, organize, direct and review the activities and operations of the Police Department including patrol, investigation and administration; to coordinate assigned activities with other city departments and outside agencies; to provide highly responsible and complex administrative support to the City Administrator; and to act as a member of the City Administrator's management team.

SUPERVISION RECEIVED/EXERCISED:

- Receives administrative direction from the City Administrator.
- Exercises direct supervision over assigned clerical and technical personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to the following:

- Develop, plan, and implement department goals and objectives; recommend and administer policies and procedures.
- Organize departmental resources in accordance with established goals and objectives; evaluate service delivery alternatives and make adjustments as deemed appropriate.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Administrator and City Council; prepare and present reports and other necessary correspondence.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Police budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures
- Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Manage and oversee the mandatory record keeping function related to specific state and federal criteria; prepare statistical reports on police activities.
- Supervise and review the maintenance of department equipment and vehicles; maintain safety standards for personnel and equipment.
- Research and prepare administrative reports and studies; prepare written correspondence as necessary.
- Provide periodic reports on department activities to City Council; attend City Council and other meetings as required.
- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Title - Continued

Ability to:

- Plan, organize, direct and control department administration and operations.
- Develop and implement department policies and procedures.
- Gain cooperation through discussion and persuasion.
- Prepare and administer a department budget.
- Demonstrate tact and diplomacy with the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Knowledge of:

- Principles and practices of modern law enforcement.
- Principles and practices of crime detection and investigation.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of municipal organization, administration and personnel management.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Education and/or Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in law enforcement including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, business or public administration or a related field.

Certificates, Licenses, Registrations:

- Possession of, or ability to obtain, an Advanced P.O.S.T. certificate.
- Ability to obtain a Management P.O.S.T. certificate.
- Possession of, or ability to obtain, a valid California driver's license.