



Police Chief
Police

PD/1

JOB SUMMARY

This position is responsible for the management, supervision and deployment of the Police Department.

MAJOR DUTIES

- Manages the personnel functions of the Police Department; oversees the work of subordinate supervisors of sworn and civilian staff; maintains accurate personnel and training records and prepares and reviews reports of employee injuries; interviews, hires, promotes, disciplines and discharges employees; approves necessary training and assures employees have the resources needed to perform job duties; investigates complaints against department personnel and documents findings; formulates policies and procedures, assesses effectiveness, and implements changes as needed.
- Prepares and administers the departmental budget; requests budget adjustments as required throughout the fiscal year; seeks alternative funding to supplement budget.
- Identifies and obtains needed supplies and equipment and ensures their proper inventory, repair and maintenance; approves and initials invoices and purchases orders submitted for payment.
- Performs a variety of public relations duties including directing news releases; represents the city and the department at meetings and functions.
- Communicates with city administrators and elected officials; coordinates with other city department heads and other individuals as needed for various work activities.
- Performs law enforcement and traffic control duties in the field.
- Attends appropriate training.
- Ensures safe transport and deposit of city funds into various financial institutions.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of law enforcement administration.
- Knowledge of civil and criminal processes.
- Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of budget development and management principles.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in the use of firearms and restraint equipment.
- Skill in operating emergency vehicles.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include city and department policies and procedures and local, state and federal laws. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied law enforcement, management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Police Department. Success in this position contributes to the efficiency and effectiveness of agency operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed official, court personnel, inmates, perpetrators, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, utilizes the sense of smell, and distinguishes between shades of color.
- The work is typically performed in an office and in the field. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over department personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.