

POLICE CHIEF - 4290

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work directing all activities of the Police Department; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires crouching, reaching, standing, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing all police operations; handling personnel and public information matters; ensuring that all laws, regulations and procedures are followed; coordinating work with other law enforcement agencies, City officials and City Manager; maintaining appropriate files and records; preparing reports.

Plans, programs, directs and evaluates the operation of the Police Department;

Develops annual budget proposal and controls budgeted expenses;

Formulates and implements police policy, procedures, rules, regulations and programs;

Prepares and reviews operational and administrative reports;

Reviews and approves disciplinary action and personnel matters;

Supervises maintenance of records and materials associated with law enforcement activities or administration;

Assumes command of police force in emergencies and other major law enforcement operations;

Develops and evaluates programs and activities to improve law enforcement operations;

Coordinates with other agencies on mutual aid and other shared services;

Participates in department head meetings with the City Manager; reviews overall city priorities and problems and makes recommendations;

Supervises and participates in the preparation of a variety of reports;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the laws, rules and regulations relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; comprehensive knowledge of the geography of the city; demonstrated ability to lead and direct the activities of police officers; ability to establish and maintain effective working relationships with other city officials, law enforcement agencies, associates and the general public; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports; skill in the use of firearms and the operation of a motor vehicle.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in law enforcement, public administration or related field and extensive experience of a wide and progressively responsible nature in police service.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina. Must meet and maintain minimum training and experience requirements for the position as established by the department and the State of North Carolina.