

**CITY OF STUART
JOB DESCRIPTION**

Title: POLICE CHIEF

Department: Police

Job Code: 1060

Grade: X28

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

The Police Chief operates under the executive direction of the City Manager. The Chief of Police is a high level managerial position responsible for the overall direction 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 departmental goals and objectives. Work is performed with considerable discretion and latitude in the conduct of police operations. Work is subject to review by the City Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Performs and/or oversees departmental planning.
 - a. Develops the broad outline of the work, which needs to be done by the department.
 - b. Establishes the methods for accomplishing departmental objectives.
 - c. Ensures that departmental goals and objectives are consistent and/or compatible with goals and objectives set by the city.
 - d. Participates in the City wide process of establishing goals and setting objectives.

2. Organizes the department to meet established goals and objectives.
 - a. Establishes the formal lines of authority within the department.
 - b. Establishes and maintains Division, Sections, Units or work groups to meet defined objectives.

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- c. Changes the size and/or composition of Divisions, Sections, Units or work groups to meet changing demands.
3. Oversees the function of departmental staffing.
 - a. Identifies and documents departmental staffing needs.
 - b. Develops requests and/or proposals for additional staff.
 - c. Hires, promotes, appoints, and terminates the employment of members as required.
 - d. Identifies training requirements and provides training for departmental staff.
 - e. Establishes and maintains favorable working conditions within the department.
4. Directs the primary activities of the department.
 - a. Establishes and communicates general and specific departmental rules, regulations, policies and procedures.
 - b. Establishes and oversees a procedure for maintaining discipline within the department.
 - c. Acts as the departmental direct representative before the city government and the community.
 - d. Resolves major administrative and operational deficiencies.
 - e. Resolves inter-division conflicts.
 - f. Oversees the work of Division Commanders and other subordinates when necessary.
 - g. Responds to major critical incidents and disasters to take executive command.
 - h. Performs the work of subordinates in protecting life and property, and apprehending criminals, when and if required.
5. Coordinates the major pursuits of the department.
 - a. Establishes the primary orientation of the Divisions.
 - b. Promotes administrative and managerial consistency throughout the department.
 - c. Maintains continuous liaison with other department heads, city staff, and various outside agencies.
6. Reports verbally or in writing upon matters of interest or importance.
 - a. Renders timely verbal reports to the City Manager concerning matters of immediate interest or importance to the city or department

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- b. Responds to a variety of operational and administrative questions and inquiries from various sources.
 - c. Prepares and/or oversees the development of a variety of analytical reports, projects, and proposals on a wide variety of topics for presentation to the City Manager, Mayor, City Commission or others.
7. Oversees the development and administration of the departmental budget.
- a. Formulates and presents an annual departmental budget proposal.
 - b. Monitors various aspects of the departmental budget to ensure that proper accounting practice are being maintained.
 - c. Establishes controls on expenditures.
 - d. Establishes and oversees a departmental plan to ensure that budget development occurs on a year-round basis.
8. Interacts with the community on behalf of the department and the city.
- a. Prepares and delivers speeches, lectures and presentations.
 - b. Represents the department and the city before various city and county boards, commissions, and committees.
 - c. Attends meeting of Community Civic Associations, Homeowners Associations and special interest groups.
 - d. Serves as the Sergeant-at-Arms during City Commission meetings to maintain order and decorum.

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:

Must be a certified Police Officer and have a minimum of ten (10) years of progressively responsible work in police administration, with at least five (5) years of command experience.

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Bachelor's degree from an accredited college. Major course work in Management, Public Administration, or Criminology is desirable.

Completion of the FBI National Academy, Southern Police Institute or other Criminal Justice Executive Command Training.

Possession of a valid Florida Driver License is required for the position.

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 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.

Ability to interpret and administer union contracts.

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Ability to analyze complex managerial and administrative problems, formulates solutions, and takes independent unilateral actions.

C. Physical Requirements:

Task involves the continuous operation of the full range of police equipment to very exacting tolerances, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards.

Task involves regular physical effort in standing, sitting, walking, bending, stooping, reaching, pulling, pushing, stretching, and frequent moderate lifting (30+ pounds); with standard dexterity in the use of fingers, limbs, or body in the operation of office equipment or shop equipment or other restricted physical activities. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task may require infrequent exposure to aversive environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires depth perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires odor perception and discrimination.

Task requires color communications ability.

Task requires texture perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
City Manager

Received by: _____ Date: _____
Employee