

POLICE CHIEF

DEFINITION:

Under administrative and policy direction of the City Manager to plan, administer and carry out the law enforcement and public safety activities of the Police Department; including the departmental budget; to perform other work as assigned.

ESSENTIAL JOB FUNCTIONS:

Within the prescribed organizational and policy procedures, plans, organizes and directs: the maintenance of law and order, the protection of life and property, the regulation and enforcement of traffic safety, the apprehension, arrest and detention of law violators; the maintenance of police records. Analyzes operational and service demands and devises plans and procedures; confers with citizens and city officials on law enforcement and public safety problems, and assists with the development of municipal law enforcement and public safety policies; prepares annual departmental budget proposal, maintains departmental budget expenditure control; prepares and submits monthly departmental activity report; coordinates city law enforcement activities with those of other agencies; enforces departmental discipline and regulations; directs the assignment and scheduling of officers and equipment; carries out special studies and investigations; prepares comprehensive reports; supplements and fills-in on departmental operations as necessary; is responsible for the supervision and effective operation of all departmental activities; performs other special or administrative duties as required.

QUALIFICATIONS:

Training and Experience: Any combination of training and experience which is likely to provide the required knowledge and abilities is acceptable. A typical background would include a Bachelor's Degree, Management POST Certificate and ten years of increasingly responsible experience in all aspects of law enforcement with at least three years experience at the command level.

Knowledge, Skills, and Abilities: Proven administrative and public relations skills; thorough knowledge of municipal police administration, technical and legal operating principles, practice and techniques of law enforcement and crime prevention; wide knowledge of police requirements, procedures and limitations of authority; thorough knowledge of the laws governing custody, search and seizure and rules of evidence; ability to analyze police problems and to plan and execute policies and procedures; ability to command the police department and effectively maintain morale and team continuity; ability to establish and maintain effective relations; ability to work effectively with limited fiscal and personnel resources and in conformance with administrative policy directions.

SPECIAL CONDITIONS

Must have been employed in a POST certified position within the last three years or be able to achieve certification prior to hiring. A valid California Driver's License is required.