

Position:	Police Chief
Reports to:	Assistant City Manager / Director of Public Safety
FLSA Status:	Exempt
Date:	July 2008



JOB DESCRIPTION

JOB SUMMARY:

The purpose of this position is to manage the needs of Southlake citizens as it relates to police services. This is accomplished by managing and directing the operations of patrol, criminal investigation, traffic functions, public safety related community services and administration programs; monitoring, reporting, researching, and evaluating projects and programs; and providing highly responsible and complex administrative support to the Assistant City Manager / Director of Public Safety and the City Manager.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

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| Assume full management responsibility for all services and activities of the Police Services division. This includes development, implementation, and oversight of comprehensive projects and programs related to patrol, criminal investigations, traffic functions, community initiatives and outreach and other related programs. |
| Direct and manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversee the development and implementation of policies and plans related to departmental services and operations. |
| Prepare annual Police Services budget proposal for assigned services and programs and oversee the administration of the budget. |
| Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly. |
| Plan, direct and coordinate, through subordinate level management staff, the department's business plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems. |
| Review daily activities and calls for service to ensure quality delivery of services; prepare and present staff reports and other necessary correspondence; conduct supervisor meetings; provide staff support to assigned boards and commissions. |
| Perform other duties as assigned. |

MINIMUM QUALIFICATIONS:

Formal Education: Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelor's degree-level of study in Police Science, Criminal Justice, Public Administration, Business Administration or similar field is required. A Master's Degree in Management, Business Administration, or Public Administration is highly desired.

Attendance at one or more three month command school such as the FBI Academy, Southern Police Institute, or Southwestern Law Enforcement Institute is highly desired.

Experience: A minimum of ten (10) years command and supervisory experience in an organized police department at the level of Police Lieutenant or above.

Supervision: Work requires managing and monitoring work performance of a department or division by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program / work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. Subordinates may perform semi-complex – complex degree of work.

Human Collaboration Skills: Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. Decisions are likely to have high impact on the organization.

Freedom to Act: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. Impact of action may result in significant benefits or costs in time, money, or public / employee relations.

Technical Skills: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibility: Has responsibility for final budgetary recommendations and fiscal accountability to the City Manager. Assures that appropriate linkages exist between budget goals, funding limitations and services levels adopted to meet specific division and organization goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Reading Skills: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Math Skills: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Writing Skills: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Certificates & Other Requirements:

- Possession of, or ability to obtain, a valid Texas Driver's License;
- Texas Peace Officers must be eligible for certification by the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE) at the Advanced or Master Level within 30 days of hire. Applicants from outside of the state of Texas must have the equivalent advanced or master certification from their home state and must obtain a Texas Peace Officer License within 30 days of hire.

OVERALL PHYSICAL STRENGTH DEMANDS:

Heavy. Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or up to 10-20 pounds constantly.

C - Continuously 2/3 or more of the time.	F - Frequently From 1/3 to 2/3 of the time.	O - Occasionally Up to 1/3 of the time.	R - Rarely Less than 1 hour per week.	N - Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	Frequency	-Brief Description-
Standing	R	Communicating with co-workers
Sitting	C	Desk work; Meetings; Driving
Walking	R	To other departments/offices/office equipment
Lifting	R	Supplies; Equipment
Carrying	O	Supplies; Equipment
Pushing/Pulling	O	File drawers
Reaching	O	For supplies
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; Telephone keypad; Calculator
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	Getting inside vehicle
Climbing	O	Stairs
Balancing	N	
Vision	C	Reading; Computer screen; Driving
Hearing	C	Comm. via telephone/radio to coworkers/public; Listening to equipment
Talking	F	Comm. via telephone/radio to coworkers/public
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer and related software, printer, telephone, copier, fax machine, radio, flashlight, duty belt, firearms, flares, fire extinguishing equipment, handcuffs, baton and other police equipment as necessary.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, ballistic vest, traffic vest, shoes and/or boots, eye protection, safety vest.

PRIMARY WORK LOCATION AND WORKING CONDITIONS:

Office environment, but working conditions may include frequent exposure to unpleasant environmental conditions and/or hazards. Work may be performed outside or with exposure to risk in an emergency public safety environment; travel to various areas within the city and surrounding areas; exposure to emergency and disaster situations; exposure to potentially hostile environments; exposure to dangerous and/or hostile people; exposure to animal and human body fluids; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; exposure to inclement weather conditions; may be required to work in and around heavy vehicles and equipment; possible exposure to noise, dust, grease, smoke, fumes and gases when assisting in emergency calls; possible exposure to hazardous chemicals, high voltage and toxic materials; exposure to waste and infectious diseases; and frequent contact with the public.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

SIGNATURE AND APPROVAL:

I have reviewed this description and find it to be an accurate representation of the demands of the position.

Human Resources Director:

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received a copy of my job description and will direct any questions to my supervisor or Human Resources.
