CITY OF EL CERRITO

POLICE CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Police Department including patrol, traffic, investigation services and administration; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over supervisory, professional and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assume full management responsibility for all department services and activities including patrol, traffic, investigation services and administration; recommend and administer policies and procedures.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Plan, direct and coordinate, through assigned staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Research modern police management methods; develop and conduct training exercises; respond to questions and inquiries.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Essential Functions: (continued)

Represent the Police department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspon dence.

Provide staff support to assigned boards and commissions.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal law enforcement program.

Principles and practices of program development and administration.

Modern principles, practices and techniques of police administration, organization and operation.

Principles and practices of law enforcement including patrol, crime prevention and suppression and traffic control.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of municipal budget preparation and administration.

Use of firearms and other modern police equipment.

Recent court decisions and how they affect department operations.

Principles of supervision, training and performance evaluation.

Principles and practices of municipal budget preparation and administration.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive law enforcement program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Ability to: (continued)

Plan, organize, direct and coordinate the work of assigned staff

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Respond to requests and inquiries from the general public.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Discharge firearms in a safe and effective manner.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Assimilate information, process logically, and make sound decisions.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of broad and extensive experience in all major phases of municipal police work including three years of management and administrative responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in criminal justice, police science, public administration or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of an appropriate, valid POST management certificate.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally to Frequently	up to 10 lbs:	Occasionally
Walking:	Occasionally to Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Never
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Occasionally to Frequently
		Eye-hand-foot:	Never to Frequently
		Driving:	Occasionally to Frequently
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-

simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

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