GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position provides leadership for the Police Department and the community and is responsible for developing and administering programs and systems to support and promote high performance strategies to meet organizational needs, vision and values. Reports to the Assistant City Manager.

ESSENTIAL JOB FUNCTIONS

Provides leadership and strategic direction for determining priorities, goals and objectives to meet City, department, and community needs; plans, organizes and coordinates complex project activities including the implementation of modern law enforcement concepts and systems based on best practices and trend analysis; evaluates, assesses and makes recommendations to City Manager and City Council with respect to the Police concerns.

Establishes, implements and evaluates internal systems to effectively meet operating goals and objectives; develops and evaluates policies and procedures to effectively carry out departmental operations; promotes staff collaboration, innovation and critical thinking in developing solutions and approaches to departmental issues.

Responsible for effective employee relations, diversity and staff development; oversees and performs employee evaluations; administers human resources policies and procedures; and determines appropriate personnel actions.

Responsible for overall management of the department including budget development, preparation and monitoring to ensure cost effectiveness and ensures that purchasing and financial transactions are properly conducted in accordance with City administrative policies and procedures.

Develops proposals and reports on law enforcement and related issues and presents recommendations to City Management, City Council and to other groups. Ensures reports, studies, and plans are appropriately processed in accordance with federal, state, and City ordinance and policies.

Responsible for implementing programs that promote communication with the community on a variety of topics. Implements procedures for receiving and processing community inquiries and concerns; establishes effective relationships with the media; personally meets with community groups, gives talks and presentations and; represents the City at various meetings and functions.

Performs other duties as assigned.
PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

• **Law Enforcement** – Comprehensive knowledge of principles, operations and practices of a modern law enforcement agency. Knowledge of current trends and practices related to law enforcement and related activities.

• **Management of Personnel** – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of human resources information systems.

• **Customer Service** – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

REQUIRED SKILLS

• **Performance Management** – Monitors and assesses performance of other individuals, or the organization to make improvements or take corrective action. Motivating, developing, teaching and directing people as they work, identifying the best people for the job.

• **Critical Thinking** – Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

• **Judgment and Decision Making** – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

• **Interpersonal Relationship** – Deals with people beyond giving and receiving instructions. Maintains high morale among all department employees. Shares knowledge with supervisors and staff for mutual and departmental benefit. Develops and maintains cooperative and courteous relationships with employees, managers in other departments, representatives from organizations, and the general public. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons.

REQUIRED ABILITIES

• **Coordination of Work** - Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Performs a broad range of supervisory responsibilities over others. Highly developed ability to evaluate plan alternatives in relation to trends, costs, and social pressures and needs.
• **Communication** – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.

• **Accounting and Budgeting** – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

**EDUCATION AND EXPERIENCE**

Requires a Bachelor’s Degree in a related field and 10 years of increasingly responsible command and supervisory experience in law enforcement or an equivalent combination of education and experience. Masters Degree preferred.

**ADDITIONAL REQUIREMENTS**

Graduation from the FBI National Academy, Southern Police Institute, Law Enforcement Executive Program, or Law Enforcement Executive Leadership Institute.

Requires a comprehensive background investigation to include a local, state and federal criminal history check; sex offender registry and credit check.

Requires satisfactory results from a medical, psychological evaluation and pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

A valid Virginia’s driver’s license prior to employment with an acceptable driving record to include a zero or positive point balance and required to refrain from the use of tobacco.

Must maintain for continued employment all State requirements for Police Officers as specified in Virginia Code; all federal and state requirements to carry a firearm.

**ENVIRONMENTAL HAZARDS**

The job may risk exposure to bright, dim light, dusts and pollen, extreme heat and cold, wet or humid conditions, extreme noise levels, animals, wildlife, fumes and noxious odors, traffic, moving machinery, heights, disease, pathogens, explosives, and violence.

**PHYSICAL AND DEXTERITY REQUIREMENTS**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

**SENSORY REQUIREMENTS**

The job requires normal visual acuity, and field of vision, hearing and speaking.