

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	POLICE CHIEF
<b>DEPARTMENT</b>	POLICE
<b>EMPLOYMENT CATEGORY</b>	EXEMPT
<b>EMPLOYMENT LEVEL</b>	MANAGEMENT

### **DEFINITION**

To plan, organize, direct and review the activities and operations of the Police Department including, traffic enforcement, investigation, code enforcement, animal services and administrative support services; 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 assigned sworn and non-sworn management, supervisory, technical and administrative support personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain skills through continuing education and training.
- Attend various meetings, trainings, etc.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely manner.
- Supervise and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Confer with citizens and City officials on law enforcement problems and oversee the development of innovative municipal law enforcement policies.
- Ensure responsive, appropriate service delivery by conferring with civic, professional, service fraternal and other community groups.
- Initiate internal investigations when appropriate and provide corrective action as needed.
- Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Perform other related duties as assigned.

**Knowledge of:**

- Budgeting procedures and techniques.
- Pertinent local, State and Federal laws, rules and regulations.
- Modern office procedures and computer equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Principles and practices of police administration and operations.
- Use of firearms and other modern police equipment.
- All aspects of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

**Ability to:**

- Plan, direct and control the administration and operations of the Police Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply local, State, Federal, City and department policies, procedures, rules and regulations.
- Supervise, train, and evaluate personnel.

- Work independently.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
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- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
- Establish and maintain a high level of trust.
- Remain calm and focused during emergency operations.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Develop and implement programs to meet the needs of the City.
- Effectively oversee multiple projects simultaneously while managing project costs, resources, and schedules.
- Prepare and present staff reports at City Council meetings; attend City Council meetings.

### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to the completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Bachelor's degree from an accredited college or university in Police Science, Criminal Justice, Public or Business Administration, or related field.
- Five (5) years of management experience, including three (3) years of supervisory experience.
- Three (3) years experience at the rank of full-time Lieutenant or above in a municipal, county or State agency.
- Possession of a Peace Officer Standards and Training (POST) Supervisor Certification within two years of appointment.

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