

CHIEF OF CRIME REDUCTION AND INNOVATION

DEFINITION

Plans, directs, manages and oversees the Crime Reduction Department activities and operations of the City of Clearlake. Facilitates the development and implementation of City goals and objectives while providing highly complex administrative support to the City Council. Serves as Acting City Manager as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over professional, management, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Lead the Crime Reduction Department. Model professional behaviors, desirable work habits and superior skills.

Develop and implement Crime Reduction Departmental goals, objectives, policies and priorities; develop strategies to build a sustainable organization and meet City strategic objectives.

Oversee the administration of the City's contracts for (or interests in) services such as Animal Control, and other related County and State services.

Direct oversight of City certain special safety and nonsworn divisions.

Enforces and administers the provisions, laws, and ordinances governing the City.

Assist and participate in the development and implementation of City-wide goals, objectives, policies, and priorities.

Coordinate and participate in the preparation of the annual City operating and capital improvement budgets and in budget control activities.

Serve as liaison for the City in governmental relations.

Assume full management responsibility for all Crime Reduction Department programs, facilities, services and activities, including maintenance of law and order, protection of life and property, and crime reduction,.

Serve as acting City Manager as assigned.

Select, train, motivate and direct Crime Reduction Department personnel; evaluate and review work for acceptability and conformance with Crime Reduction Department and City standards; coach, counsel and implement progressive discipline and termination procedures; respond to staff questions and concerns.

Develop and implement community engagement strategies; develop and evaluate the effectiveness of community engagement goals, objectives, policies, programs and procedures; develop programs and projects utilizing extensive community participation.

Coordinate Crime Reduction Department activities with those of other departments and outside agencies and organizations; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; respond to citizen complaints and requests for information; prepare press releases and confers with the media in matters related to assigned activities.

Present recommendations to the City Council, City Manager, city departments, governmental organizations and professional associations; attend professional meetings and conferences and advise City representatives on significant trends and developments.

Represent the City before the City Council, community, outside agencies, and at professional meetings as required.

Administer application and complaint procedures for residents, property owners, realtors and others seeking services regarding property maintenance, code compliance and related areas; respond to appeals and facilitate complaint and dispute resolution consistent with applicable standards and guidelines.

Administer the writing of grant applications in accordance with funding regulations and City policies; monitor and evaluate projects to ensure compliance with grant restrictions.

Develop and implement methods for Crime Reduction activities including addressing neighborhood crime, blight, vandalism and nuisance abatement.

Oversee security at City facilities.

Manage intricate and sensitive public inquiries and complaints, providing assistance in resolving issues and offering alternative recommendations when suitable.

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

Conduct staff meetings, considers proposals to initiate changes and implements new programs as directed or agreed.

Respond to environmental, community and public issues that impact the Crime Reduction Department.

OTHER JOB-RELATED DUTIES

As necessary, serve as patrol officer or shift supervisor when workforce is limited; back up officers as necessary.

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern principles, practices and techniques of Crime Reduction administration, organization and operation, and their applicability of specific situations.

Technical and administrative phases of crime prevention, juvenile delinquency prevention, law enforcement, traffic enforcement, and related functions, including investigation and identification.

Principles of management, supervision, training, and employee development.

Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

Applicable federal, state, county, and City codes.

Laws, ordinances, regulations, and recent court decisions affecting the work of the department.

Extensive knowledge of administrative principles and practices, including goal setting, program development, implementation, evaluation and staff supervision, either directly or through subordinate levels of supervision.

Public agency budgets, contract administration, administrative practices and general principles of risk management related to the functions of the assigned areas.

Principles and practices of crime prevention methods and education.

Pertinent codes, rules and procedures related to law enforcement, parking enforcement, code enforcement and administrative citations.

Basic principles and practices of governmental operations.

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

Recent court decisions and how they affect Crime Reduction Department and division operations.

Use of firearms and other modern police equipment.

Research and reporting methods, techniques and procedures.

English usage, spelling and grammar and punctuation.

Modern office methods, procedures, and equipment including computer software and hardware.

Principles and procedures of record keeping.

Principles and techniques used in public relations.

Principles of report and business letter writing.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, direct and coordinate the work of the Crime Reduction Department.

Prepare and administer a Crime Reduction Department budget.

Communicate clearly and concisely, orally and in writing.

Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.

Develop and implement and administer goals, objectives, and procedures for providing effective and efficient law enforcement services.

Work effectively with neighborhood groups, property owners, community service organizations, other public agencies and the public.

Identify and analyze community development needs and interests; develop and implement programs to meet community and departmental concerns.

Build strong interpersonal relations in the community.

Represent the City's interests with various boards, committees, commissions, outside agencies and the public.

Manage, supervise, train and evaluate assigned staff.

Analyze unusual situations and resolve them through application, management, principles and practices.

Develop comprehensive plans to meet future City needs/services.

Act quickly and calmly in emergencies.

Deal constructively with conflict and develop effective resolutions.

Develop new policies impacting division operations/procedures.

Attend meetings and events on evenings and/or weekends.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

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 municipal police work, including three years in a supervisory and administrative capacity.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in police science, public, or business administration or a related field.

License or Certificate:

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

Possession of a P.O.S.T. Executive Certificate.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Physical Demands:

Sitting, standing, walking, stooping and bending; some exposure to cold, heat, noise, outdoors, dust, mechanical hazards, and explosive materials. Ability to work in an office environment. Must also be able to lift 25 pounds.

Working Conditions:

Typical office environment, subject to standard office noise and conditions. Regularly requires work outside regular business hours, including weekends. Availability for shift work, on-call, and stand-by call. Occasional travel is required.

Effective Date:

Resolution No.