

City of Grass Valley
JOB DESCRIPTION



POLICE CHIEF

Department: Police

FSLA Status: Exempt

Reports To: City Manager

Unit: Executive Service

SUMMARY OF JOB PURPOSE

Performs highly responsible and professional work on planning, organizing, and directing the activities of the Police Department in law enforcement and the prevention of crime. Performs other work as required.

SUPERVISION RECEIVED AND EXERCISED

Works under the general direction of the City Manager. Exercises supervision over sworn, professional, and clerical personnel as assigned.

ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Depending upon assignment, duties may include, but are not limited to the following:

- Plans, organizes, directs, and coordinates the activities of Police Department personnel in preserving order, protecting life and property, and enforcing laws and municipal ordinances.
- Formulates and enforces rules, procedures, and policies for efficient operation of the department.
- Recommends appointments and promotion; develops and places into effect a program of in-service training.
- Evaluates employee performance and tasks or recommends appropriate disciplinary action.
- Directs record-keeping activities and the preparation of reports.
- Composes and reviews correspondence.
- Prepares budget estimates and controls budget expenditures.
- Recommends purchase of equipment and supplies.
- Provides City officials with periodic reports showing the number and types of arrests and other data as required.
- Submits reports and information to State and Federal authorities and to other law enforcement agencies.

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent.

It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of

Grass Valley is an EQUAL OPPORTUNITY EMPLOYER

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- Attends county, area and State police conferences and meetings.
- Establishes and maintains cooperative working relationships with peace officers in other law enforcement agencies.
- Ensures compliance with all applicable State and Federal regulations and mandates.
- Serves on committees doing community project work.
- Meets the public and works with various officials and citizens in furthering the public relations program of the department and the City.
- Performs related duties like the above in scope and function and required.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles, practices and techniques of police administration, organization, and operation, and their applicability to specific situations.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control and safety, juvenile delinquency control, record keeping, and care and custody of persons and property.
- Laws, ordinances, and regulations affecting the work of the department.

Ability to:

- Testify under oath
- Plan, direct, and coordinate the work of the Police Department.
- Formulate, place in effect, and administer sound departmental policy.
- Establish and maintain effective working relationships with public officials, employees, and the general public.

EDUCATION AND EXPERIENCE

- Graduation from an accredited four-year college or university with a major in Public Administration, Criminology, Sociology, or related field.
- POST Advance Certificate and graduation from a recognized command school is highly desirable.

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- Must maintain a valid California POST Certificate

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

- The Chief must be found to be free from any physical, emotional, or mental condition which might affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and surgeon, and the emotional and mental condition shall be evaluated by a licensed psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in the diagnosis and treatment of emotional and mental disorders. The medical examination which includes the psychological examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.
- Maintain fitness for duty as established by departmental standards and others as listed above.

RESIDENCY REQUIREMENT

Must reside within 30 nautical miles of the City of Grass Valley Corporate Limits within 1 year from date of appointment.

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