

City of Lake City, FL

Classification Description

Classification Title: POLICE LIEUTENANT-
OPERATIONS BUREAU COMMANDER
Department: POLICE

Pay Grade: 14
FLSA Status: Non-Exempt

General Description

This is a responsible supervisory work position that is responsible for planning, coordinating, directing and controlling the operations of the Patrol Division components and their personnel and handles citizen complaints.

Nature of Work

Essential Functions:

- Directs personnel matters involving scheduling, discipline, assignments and associated paperwork including evaluations of the Patrol Division.
- Reviews reports, schedules, training, and oversees the maintenance of all equipment.
- May perform work found in the Sergeant job description.
- Maintains the Department's incident reporting system.
- Coordinates and initiates training programs for the officers.
- Attends various meetings and sits on various committees.
- Conducts short and long range planning activities.
- Ensures compliance with regulations and department standards.
- Prepares monthly, quarterly and annual reports.
- Compiles patrol division payroll sheets.
- Handles City complaints.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses highly technical computer applications, such as GIS or CAD.

POLICE LIEUTENANT – Ops Bureau Commander

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization’s mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer’s specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of State and municipal laws;
- Knowledge of department policies and procedures;
- Ability to make sound decisions; and
- Skill in communicating both verbally and in writing.

Minimum Qualifications: Graduation from an accredited college or university with an Associates Degree in Law Enforcement or a related field is desirable. Five (5) years successful police experience with a minimum of three (3) years at the rank of sergeant or supervisor level. Must possess a Florida Law Enforcement Certification. Must possess a valid Florida Driver’s License

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Driving
- Ability to lift over 20 pounds

Environmental Conditions:

- Works inside and occasionally outside in varied weather conditions
- Works in or with moving objects or vehicles
- Works in stressful conditions at times

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Signature

Date

Print Name