

City of Lake City, FL

Classification Description

Classification Title: ASSISTANT POLICE CHIEF
Department: POLICE

Pay Grade: 17
FLSA Status: Exempt

General Description

This is highly responsible managerial, professional, technical and administrative work in the directing the daily operations of the Police Department. This position will plan, manage and provide policy direction for all divisions within the police department that have a significant financial, environmental and safety impact. Reports to the Chief of Police.

Nature of Work

Essential Functions:

- Plan, coordinates, organizes and supervises activities and employees within the police department.
- Conduct appraisal of crime prevention and law enforcement problems of the City.
- Develops efficient police solutions and make adjustments to departmental methods to meet new situations and to improve existing operations.
- Prepares studies and analysis relating to law enforcement procedures.
- Controls expenditures of police department appropriations and management development of department budget.
- Sets goals and objectives and participates in oval strategic planning.
- Responds to external environment, community and other public issues that effect the department.
- Cooperates with federal, state and municipal officers in the apprehension and detention of wanted persons.
- Manage government related and departmental disciplinary system, as required.
- Acts as department liaison.
- Performs related work as required.

(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

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 the principles and practices of modern police administration and crime prevention;
- Knowledge of police records and their application to the solution of police problems;
- Knowledge of controlling laws and ordinances;
- Knowledge of standards by which the quality of police service is evaluated;
- Knowledge of the organization and functions of the City departments and of County, State, Federal law enforcement, regulatory, and licensing agencies;
- Knowledge of effective management practices;
- Ability to plan, assign, direct and supervise the activities of the department;
- Ability to establish and maintain effective working relationships with other City officials and the public;
- Ability to express ideas clearly and concisely, orally and in writing;
- Ability to prove strong leadership to the department;
- Ability to make good quality decisions;
- Ability to assess, select and promote quality people; and
- Good public relation skills.

Minimum Qualifications: Must have an Associates Degree in Criminology, Law Enforcement or related field. Two years of managerial experience in the selected field may be substituted for each year of education. Ten (10) years in law enforcement and responsible administrative positions; three (3) years of which must have been at the level of Chief or Assistant Chief in a comparable department and a record of successfully setting and accomplishing goals and objectives. Must possess a Florida Law Enforcement Certification and 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

Environmental Conditions:

- Works inside in an office environment

ASSISTANT POLICE CHIEF

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.

Print Name

Date

Signature