

CITY OF MEDINA

CLASSIFICATION DESCRIPTION

POSITION: Police Chief
DEPARTMENT: Police Department
REPORTS TO: City Manager
FLSA STATUS: Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

THE CITY OF MEDINA

Incorporated in 1955, Medina is located on the shores of Lake Washington. Medina is a beautiful and sophisticated community conveniently positioned between Bellevue and Seattle. With just over 3,200 residents, Medina is a quiet affluent community. The Lake Washington waterfront in Medina is some of the most sought-after waterfront in the Pacific Northwest.

The City of Medina operates as a Council/Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The mayor is selected by the City Council and serves a two-year term.

The city provides general governmental services through six departments: the City Clerk’s office (also known as Central Services), Development Services, Police, Finance, and Public Works.

Mission: Ensure efficient delivery of quality public services, act as responsible stewards of Medina’s financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.

DEFINITION

Under administrative direction from the City Manager, the Police Chief performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Medina Police Department.

DISTINGUISHING CHARACTERISTICS

Responsible for the operations of the Police Department, and the safety and wellbeing of the community. The position reports to the City Manager.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following):

1. Develops policies and procedures for the department to implement directives from the City Council or Manager.
2. Defines organizational objectives; formulates or adjusts policies; develops strategies; establishes financial budget and priorities for utilizing resources; plans a logical sequence of events or tasks to achieve long term and short-term objectives; anticipates problems and revises plans to account for changed circumstances.
3. Organizes resources to meet objectives; allocates resources between jobs and in emergencies; initiates action in emergencies; establishes administrative systems and ensures efficient coordination of activities; and allocate duties
4. Establishes a network of professional and community contacts; speaks publicly for the department; officiates at public ceremonies; maintains good public relations; advises members of the public; works well with others in the department and City organization.
5. Advises City Manager and City Council and others regarding policy; makes a case for resources or support; offers professional advice; sets out arguments for or against a course of action; makes a spoken case for a course of action, often in formal meeting settings; summarizes salient points in debate or disagreement; defends a position against critical attack; negotiates on points of dispute; and advises on everyday points of procedure.
6. Leads the department to ensure adherence to laws, regulations, policies and procedures; instructs subordinate supervisors and staff; issues directions in emergency situations; directs others to repeat tasks not satisfactorily done; chairs meetings.
7. Coordinates the information gathered and work accomplished by various officers and staff; assigns officers to special investigations as the needs arise for their specific skills.
8. Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
9. Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
10. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
11. Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
12. Prepares and submits periodic reports to the City Manager regarding the department's activities and prepares a variety of other reports as appropriate.

13. Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities.
14. Attending conferences and meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state and other meetings.
15. Cooperates with county, state and federal law enforcement officers as appropriate.
16. Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

Other Duties

1. Because of the small size of the city staff, each employee may be required to perform a wide range of duties from time to time.

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. The noise level in the work environment is usually quiet in the office, and moderate in the field. Some outdoor work is required, as with all law enforcement jobs you will need to be able to work in all types of inclement weather. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university in law enforcement, public administration or related field and seven (7) years progressively responsible experience in a qualified federal, state, county or municipal law enforcement agency including at least three (3) years supervisory experience.

Special Requirements

A valid Washington State driver's license and successful completion of the Washington State Law Enforcement Training Commission Academy or equivalent is required at the time of appointment or at a time set by the city and prior successful completion of probationary period at a certified law enforcement agency.

A good driving record, meeting the department's standards of physical fitness; submission to a thorough employment reference and background investigation; submission to psychological and general medical evaluations; submission to FBI record check and polygraph examination all may be required prior to appointment. A felony conviction disqualifies from employment.

KNOWLEDGE AND SKILLS (Entry requirements)

Knowledge of:

- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Relevant equipment, policies, procedures, and strategies to promote effective local security operations for the protection of people, data, property, and institutions.
- Modern principles, practices and methods of municipal police department administration, organization and operations.
- Technical and administrative aspects of police work, including modern crime prevention, law enforcement, rules of evidence and related functions such as investigation techniques, patrol, traffic control and safety, apprehension and detention, criminal identification, and record-keeping.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and methods for curriculum and training design for individuals and groups, and the measurement of training effects.
- Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.
- Principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Principles and procedures for personnel recruitment, selection and training, labor relations and negotiation.
- Media production, communication, and dissemination techniques and methods including alternative ways to inform via written, oral, and visual media.

- Group behavior and dynamics, societal trends and influences, human migrations, ethnicity and cultures.

Skill in:

- Enforcing federal, State, County and City laws, ordinances and codes.
- Assuring effective police protection of the community.
- Analyzing complex police situations accurately and adopting quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Gaining and maintaining the respect of officers and maintaining high morale.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Motivating, developing, and directing people as they work.
- Talking to others to convey information effectively.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Communicating effectively orally and in writing as appropriate for the needs of the audience.
- Understanding written sentences and paragraphs in work related documents.
- Adjusting actions in relation to others' actions.
- Bringing others together and trying to reconcile differences.
- Managing one's own time and the time of others.
- Being aware of others' reactions and understanding why they react as they do.
- Persuading others to change their minds or behavior.
- Understanding the implications of new information for both current and future problem solving and decision-making.
- Monitoring and assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

This classification description does not constitute an employment agreement between the city and employee. It is subject to change by the city as the needs of the city and requirements change.

Fair Labor Standards Act (FLSA): Employees in this classification are exempt under the FLSA.

Appointment and Removal Authority: The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Development Services Director position, and I certify that I have the necessary education, knowledge, experience, and physical requirements required to perform the essential functions of this position.

Date _____