

CITY OF GLENDALE

TITLE:	Police Chief	CLASS CODE:	669
REPORTS TO:	City Manager	GRADE:	59
DEPARTMENT:	Police	FLSA:	E

JOB SPECIFICATION DATE: July 14, 2005 cm

JOB SUMMARY

Performs work of complex difficulty in planning, directing, administering, and leading the activities and operations of the Police Department. Responsibilities include developing strategies to anticipate the community's needs and resolve law enforcement problems and formulating programs, policies, and procedures to be implemented by the police bureau heads.

ESSENTIAL FUNCTIONS

1. Plans, coordinates, directs, and evaluates the activities and staff of the Police Department.
2. Plans, develops, and implements departmental goals, objectives, policies, and procedures.
3. Develops strategies to anticipate the community's needs and resolve law enforcement problems; formulates programs, policies, and procedures to be implemented by the police bureau heads.
4. Analyzes information from special studies; prepares and presents staff reports to the City Council and City Manager; serves on the City Manager's senior management team; advises the City Manger on law enforcement issues.
5. Oversees the development, preparation, and administration of the department's budget.
6. Coordinates departmental activities with other city departments and other agencies.
7. Oversees, hears, and decides disciplinary decision appeals; ensures fairness and objectivity of the discipline and performance appraisal processes.
8. Directs and delegates the development of in-service training programs to increase departmental efficiency and promote employee professional development.
9. Attends meetings and community functions to represent the Police Department.
10. Responds to major crime scenes and incidents where officer/employee injuries or life-threatening situations are present.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

The principles, theories, and practices of modern police administration and law enforcement methods
Municipal government organization and administration, and the geography of the city
Federal, state, and local laws, regulations, and policies governing police operations
Effective management and supervisory practices
Labor relations' practices

Skill in:

The use of a firearm and other police equipment

Ability to:

- Plan, organize, and direct the broad bureau activities of the Police Department
- Demonstrate sound independent judgment in emergencies
- Develop short and long range plans to satisfy the department's forecasted needs
- Develop and maintain cooperative working relationships with the general public, representatives from other law enforcement agencies, city staff, and other community groups
- Ability to establish and maintain a high level of discipline and morale
- Communicate clearly and concisely, both orally and in writing

WORKING CONDITIONS

Office setting. Occasional field work.

MINIMUM QUALIFICATIONS

Bachelor's degree in criminal justice, public administration, management, or a related field, and eight years experience as a Police Officer including five plus years in a responsible management position. Master's degree and/or executive level POST Command College or graduate of the FBI National Academy is preferred.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Must be certified as an Arizona Police Officer and continue to meet all AZPOST standards
Valid Arizona driver's license