

City of Jonesboro

POSITION DESCRIPTION

POSITION TITLE:	Chief of Police	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Executive	JOB LEVEL:	Grade 24 Range – Min- \$74,755
GENERAL POSITION SUMMARY:	The Police Chief oversees and directs all activities of the Jonesboro Police Department.	<u>POSITION RELATIONSHIPS SUPERVISES: (TITLES)</u>	Jonesboro Police Department
		SUPERVISED BY: (TITLE)	City Manager

DEFINITION:

Under administrative direction, plans, organizes, coordinates and directs the City's Police Department, including patrol, investigations, courts and administrative support services; provides professional assistance to city management staff in areas of expertise and coordinates assigned activities with other City departments and outside agencies; fosters cooperative working relationships with citizen groups and other agencies on police matters; provides highly responsible and complex administrative support to the City Manager; performs other work as assigned.

Position requires an extensive depth of expertise and knowledge in specializing functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the City's strategic priorities.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. Provides direct and functional supervision over sworn and non-sworn management, professional, technical, administrative personnel of the Police Department.

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the City.
- Provide executive-level leadership, strategic planning, and administrative direction for the Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Police Department.
- Oversees the development of departmental budget and fiscal operations of the department; directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies and equipment.
- Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as requires, provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced.
- Serves as a member of senior management on advisory groups and committees participating in the City's strategic planning efforts, and addressing citywide policy and management issues.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Oversees all City police functions including community-oriented policing, patrol, crime prevention, investigation and traffic enforcement.

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- Directs the investigation of major crimes in coordination with other agencies; assists the City Attorney and District Attorney in the preparation of cases.
- Directs Municipal Probation Services
- Prepares, recommends and implements strategic plans to meet the City's current and long-range needs.
- Confers with and represents the department and the Mayor & City Manager in meetings with the City Council, members of boards and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.
- Works closely with the City Manager, the City Council, other City departments, a variety of public and private organizations and citizens groups in developing programs and implementing projects to maximize police services.
- Actively participates as an Executive Team member of the City's senior management group.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, bid and request for proposals, contracts, financial reports, procedures, ordinances and prepares and presents agenda items for City Council. .
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.

JOB SCOPE

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the City's mission and adversely impact attainment of the City's goals. Incumbent operates fairly independently but results are monitored by the City Manager. Content of work priorities are largely self determined.

COMMUNICATIONS/CUSTOMER CONTACT

Contacts are across the entire City community and in a leadership capacity. Community contact is a critical component of success in developing good will and support of City programs and initiatives.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

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

MINIMUM QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor degree from an accredited college/university in the Criminal Justice field with major coursework in criminology, law enforcement, social science, public administration or a closely related field; Masters degree preferred.
- Georgia POST Certified
- Georgia POST Certified Instructor
- Familiar with the GACP State Certification Process

Experience

- 10+ years of Law Enforcement Experience with increasing levels of responsibility.

PREFERRED QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities

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- Master's Degree from an accredited college/university
- Completion of an executive level or advanced training such as the Georgia Law Enforcement Command College, FBI National Academy, Southern Police Institute, or similar courses
- Possess a Georgia POST Specialized Instructor Certification in Firearms or other advanced instructor certifications.
- Be an assessor or team leader for the Georgia Association of Chiefs of Police State Certification process.

Knowledge, Skills and Abilities

- Considerable knowledge of principles and practices of the technical and administrative phases of crime prevention, law enforcement, the rules of evidence and such related functions as investigation, patrol, traffic control and safety, criminal identification, record keeping, and care and custody of prisoners.
- Considerable knowledge of the rules, regulations, and procedures of the Police Department and applicable federal, state, and local laws.
- Considerable knowledge of behavior of criminals and the causes underlying criminality.
- Knowledge of basic administration principles and practices including office management, personnel, and general budgetary and fiscal practices, with special emphasis in the area of public safety.
- Ability to effectively carry out special and general assignments in a timely manner, requiring organization of material and development of procedures without direct supervision.
- Ability to analyze police problems and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to plan, assign, supervise, and review work of subordinate personnel to maintain discipline and high morale.
- Ability to establish and maintain effective working relationships with the general public.
- Ability to speak and write effectively, and to evaluate written and oral reports and make recommendations to improve police services.
- Ability to work effectively with the City Manager, Mayor other Departmental Heads and City Council.
- Ability to set and maintain high morale within the department and to set and maintain a positive role model for all personnel.
- Skill in safe, effective use of fire arms.
- Skill in personnel relations.

Equipment and Applications

Police vehicle; radio; handgun, shotgun and other duty weapons; chemical agents and other defensive weapons; stop stick; computer; Breath Alcohol Content Verifier; flares; animal snare; radar and laser units; handcuffs and other restraints; other police equipment; computer; telephone.

JOB CONDITIONS:

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employee and/or applicant identify tasks where reasonable accommodations may need to be to an otherwise qualified person is unable to perform the job's essential duties due to an ADA disability. While performing duties of this job, the employee can frequently be in a vehicle, and can sit in an office for extended periods of time. The employee will occasionally have to physically control persons of varying weights and exert a great deal of physical effort for normally short periods. The employee exhibits good eye/hand coordination when firing a weapon. The employee normally must be able to communicate verbally in a professional manner with general public, and to hear.

The City of Jonesboro is an equal opportunity, drug-free employer committed to diversity in the workplace.

ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

_____/_____/_____
DATE

APPROVED BY MAYOR
DATE CREATED/UPDATED: (06/18/18)

APPROVED CITY MANAGER