



POLICE CHIEF

Bargaining Unit: Department Heads

DEFINITION:

Under administrative direction of the City Manager, administers all law enforcement and police services programs; provides expert professional assistance to other City management staff; performs related work as required.

CLASS CHARACTERISTICS:

N/A

EXAMPLES OF DUTIES (*illustrative only*):

- Develops and directs the implementation of goals, objectives, and work standards for the Police Department; prepares and administers the department's biennial budget.
- Plans, organizes, assigns, directs, reviews and evaluates patrol, crime prevention, investigation, traffic control, community services and technical support programs and activities; personally, performs professional-level work in any of the above areas.
- Directs the development and implementation of municipal ordinances, internal regulations, and innovative policies to further departmental goals.
- Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible of morale, internal discipline, and productivity of department staff.
- Confers with and provides professional assistance to members of City departments on matters related to the functions of the department.
- Conducts or directs analytical studies; develops and reviews reports of findings, alternatives, and recommendations; prepares a variety of periodic and special reports regarding departmental activities.
- Makes presentations before the City Council; provides liaison and staff support to a specified commission; represents the City in meetings with and maintains a liaison with representatives of governmental and law enforcement agencies, professional, business and community organizations, and the public; handles the most difficult inquiries or community complaints.
- Monitors developments related to law enforcement and police service procedures, techniques, and equipment; evaluates their impact upon City operations and recommends policy, procedural and equipment improvements.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to graduation from a four-year college with major course work in police science, business or public administration or a related field and substantial municipal police service experience which has included at least four years of supervisory or management experience at a Captain level or above. Additional administrative experience may be substituted for the required education on a year-for-year basis to a maximum of two years. Experience in a variety of departmental areas (i.e. patrol, investigation, technical services) is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Principles, practices, techniques and equipment required for the full range of law enforcement and police services activities; administrative principles and methods, including goal setting, program development and implementation, budget preparation and administration and employee supervision; applicable local, state and federal laws, codes, ordinances, and regulations and appropriate court decisions; and basic community education principles and practices.

Ability To:

- Plan, organize, assign, direct, review and evaluate full service municipal police and law enforcement activities.
- Select, train, motivate and evaluate assigned staff.
- Develop, implement, and interpret long and short-range plans, policies, procedures, goals, objectives, and work standards.
- Analyze complex problems, evaluate alternatives and make creative recommendations; exercise initiative and sound independent judgement within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Prepare clear, concise, and competent reports, correspondence and other written materials.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

Must possess an Advanced Certificate issued by the California Commission on Peace Officer Standards and Training.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Travel: Positions in this class may require local and statewide travel as necessary.