

City of Lawrenceburg Job Description

Job Title: Police Chief
Department: Police
Reports To: City Administrator
Prepared Date: February, 2016

SUMMARY

Direct and manage City of Lawrenceburg Police Department by performing the following duties personally or through the direction of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manage and supervise Police Department operations to achieve goals within available resources; plan and organize workloads and staff assignments.

Assign Department Personnel as necessary to ensure efficient operation of department.

Compile, analyze, prepare, and submit departmental data for reports and recommendations as required.

Coordinate department activities with other city departments as necessary.

Provide professional advice and direction to Police Personnel, boards, commissions, civic groups and general public.

Communicate departmental plans, policies and procedures to staff.

Prepare and manage budget; perform cost control measures; and monitor revenues and expenditures in department for fiscal control, develops short and long range plans and programs for department.

Develop, implement, and monitor work policies and procedures, issue written and oral instructions; assigns duties and evaluates work.

Maintain compliance with all regulatory guidelines as required.

Prepare reports of departmental activities.

Ensure shift coverage by assigning officers according to needs of the City.

Train and develop department personnel.

SUPERVISORY RESPONSIBILITIES

Is responsible for the overall direction, coordination, and evaluation of the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE Requires an academic high school diploma or General Equivalency Diploma (GED). Must complete a POST approved Academy with a satisfactory score in all fields, including firearms qualifications, physical education, and defensive techniques within one year of hire. Must have fifteen years of continuous POST Certified service in law enforcement with five years of experience in law enforcement administration.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers, citizens, or employees.

MATHEMATICAL SKILLS Ability to add and subtract two digit numbers and to multiply and divide 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions, diagrams, and other written materials.

CERTIFICATES, LICENSES, REGISTRATIONS

P.O.S.T. Certification, Valid State Driver's License.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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 is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

COMPUTER SKILLS Ability to use word processing software, spreadsheet software, and common database applications.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO PERFORM JOB

Bullet Proof Vest; Safety Vest; Rubber gloves; Clean-up suits; safety glasses; Face shield; Firearm; Baton