

CITY OF AIRWAY HEIGHTS JOB DESCRIPTION

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| <u>TITLE:</u> | Police Chief |
| <u>DEPARTMENT:</u> | Police |
| <u>REPORTS TO:</u> | City Manager |
| <u>SUPERVISES:</u> | Departmental personnel through the chain of command |

NATURE OF WORK

The position in this classification plans, organizes, directs and evaluates the activities of the Police Department, and ensures that the Departmental mission of protecting life and property is accomplished. To achieve this objective, the incumbent directs law enforcement activities, and oversees the functions of patrol, criminal investigation, traffic enforcement, and internal training. The position has managerial responsibility for development and administration of the Departmental budget and oversees the purchasing of equipment. This is a highly visible position with significant public contact. In this role, the incumbent develops and maintains good communications with elected and appointed officials, the public, the media, the court system and other law enforcement agencies.

EXAMPLES OF WORK

- Manages overall operations. Responsible for developing Departmental vision, establishing priorities and creating policies and procedures.
- Plans and organizes workload and staff assignments. Handles all disciplinary actions and ensures the resolution of difficult performance issues. Establishes a positive working environment. May facilitate the bargaining process as a member of the negotiating team for the City of Airway Heights.
- Recruits qualified personnel according to applicable laws, regulations and civil service procedures. Ensures that the training programs are adequate to maintain professional law enforcement standards.
- Prepares the annual budget and ensures that operations are performed within budget appropriations. Exercises administrative control over Departmental expenditures.
- Interacts with other departments and other law enforcement agencies. Ensures coordination between the court system and Departmental operations.
- Maintains good communications between the Department and the community, the media, and elected officials. This position often deals with people in crisis and will be exposed to adverse weather conditions, which will include snow.

QUALIFICATIONS

Knowledge of:

- Extensive knowledge of criminal justice system at the municipal, state and Federal levels.

- Thorough knowledge of all aspects of police work, including crime prevention, investigation, identification, apprehension, detention, rules of evidence, traffic control and safety, and record keeping.
- Leadership, management, supervisory principles, practices, and methods.
- City Government organizational and political structures.
- Fiscal management including budget preparation, expenditure control, and record keeping.

Ability to:

- Plan, organize, provide leadership, counsel, and motivate.
- Negotiate and administer contracts with outside vendors and service providers.
- Develop and maintain productive relationships with elected officials, community leaders, advisory boards, the news media, and the general public.
- Analyze and evaluate situations, develop alternative solutions and recognize the impact of decisions.
- Express ideas clearly in writing, speak in a clear and concise manner, and communicate before groups of sometimes hostile people.

EXPERIENCE AND TRAINING GUIDELINES:

Responsible experience in police command, administration, and management positions. Must have demonstrated outstanding supervisory and community relations skills, and the ability to work effectively under the Council-Manager form of government. Experience in suburban environment or small cities jurisdictions is desirable.

Training:

- Combined experience in law enforcement and training
- Bachelor's Degree is preferred

LICENSING OR CERTIFICATION:

- Valid Driver's License
- Current Washington State Criminal Justice Certification

DATE ORIGINATED: July 1993
UPDATED: November 2002, July 2019
EEO CATEGORY: Officials/Administrators
STATUS: Exempt/Civil Service