

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Police Chief

Department: Police

Pay Grade: PS13

FLSA Status: Exempt

Job Code: P601

JOB SUMMARY

The purpose of this classification is to direct, develop, plan, and control the enforcement operations of the Police Department in order to preserve public peace, protect lives, property and rights of the public, and to enforce statutory law and municipal ordinances. This classification is responsible for formulating policies and procedures; developing and obtaining resources; directing operations through subordinate supervisors; assessing operations; and identifying current and projected law enforcement needs and developing plans to meet those needs. Under the general direction of the City Administrator, the Police Chief has the ultimate responsibility for the delivery of Police Services for the City of Roswell.

ESSENTIAL JOB FUNCTIONS

- Manages personnel functions for the department; plans and oversees the work of subordinate managers who in turn supervise officers, detectives, communications personnel and administrative staff; resolves difficult employee relations issues; interviews, hires, promotes and discharges personnel as appropriate; prepares and/or reviews reports of employee injuries; prepares performance evaluations; investigates complaints against departmental personnel and provides disciplinary/corrective action as needed; ensures staff understands the impact and effect of responsibilities; approves out of state training requests and ensures staff receives training and necessary resources to carry out duties effectively.
- Formulates policy and procedures; plans, develops, and directs department operations; assesses effectiveness and implements changes as needed; develops strategic plan and departmental mission and vision.
- Identifies needs and obtains and allocates resources for the department; prepares, administers and defends the departmental budget and adjusts priorities as needed;

develops alternative funding proposals, such as grant applications and administers same; issues and obtains necessary equipment, materials, and supplies and ensures their proper inventory, record keeping, repair and maintenance.

- Oversees departmental operations and ensures that all activities comply with policies, procedures, standards and related regulations, including patrol, crime deterrence and arrests, records maintenance and dissemination, and other departmental programs and services.
- Performs law enforcement responsibilities in the field.
- Performs a variety of public relations duties including directing news releases, developing collaborative relationships with other law enforcement and public safety agencies, community groups, etc., and responding to questions from the public regarding public safety issues, departmental policies, procedures, and services; provides information and resolves difficult complaints from the general public, other agencies, and community groups; makes periodic public addresses; represents the city at regional functions.
- Conducts and participates in meetings; attends training; makes presentations to the City Council.
- Prepares letters of commendation; issues departmental memorandum.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, laws, regulations, court cases, and relevant case law; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads case law updates and other professional literature; maintains professional affiliations; participates in physical fitness training and continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or reviews various forms, reports, and correspondence, including performance appraisals, time sheets, budget reports, revenue/expenditure reports, purchase requisitions, invoices, project status reports, policies, procedures, manuals, reference materials, trade publications, directories, Internet resources, or other documentation.
- Operates a personal computer, police vehicle, firearm, mobile and portable radios, cellular telephone, audio tape recorder, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in criminal justice, business management or closely related field required; eight (8) years of experience in executive/command level law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must possess, or have the ability to obtain, a valid Georgia Peace Officer Standards and Training (P.O.S.T.) certification.

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of city, county, state and federal laws, codes, ordinances and regulations pertaining to law enforcement operations.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, disease, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.