



JOB DISCRIPTION

POSITION: Chief of Police

DEPARTMENT: Police Department

REPORTS TO: Mayor & City Council

This position is responsible for directing the provision of police services for the city government, including coordinating the internal and external activities of the department.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Directs departmental operations and administration to ensure the protection of life and property; directs the implementation of plans, policies, and activities.
- Directs and supervises the work of personnel; delegates duties to administrative personnel.
- Establishes controls to insure that departmental activities are implemented according to plans and operating procedures.
- Develops the annual budget for the department based on an analysis of projected needs and resources; monitors expenditures under the current budget.
- Makes periodic public addresses to explain departmental operations, policies and objectives.
- Serves as communications liaison with other administrative personnel within the city government.
- Attends all City Council Meetings.
- Maintains relationships with professional associations and other agencies, boards, commissions, committees and organizations to further the law enforcement function.
- Supervises, trains, directs, counsels, evaluates and disciplines subordinates.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the theories, principles, and practices of police administration.
- Knowledge of management and supervisory techniques and principles
- Knowledge of financial and personnel management.
- Knowledge of budgeting procedures.
- Knowledge of federal, state, and local laws.
- Knowledge of the criminal justice system.
- Skill in planning, organizing, analyzing, decision making and problem solving.
- Skill in the use of firearms and other standard and specialized equipment.
- Skill in oral and written communication.
- Skill in public and interpersonal relations.



QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

SUPERVISORY CONTROLS

The Mayor, along with the City Council assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observation of departmental activities.

GUIDELINES

Guidelines include departmental policies and procedures, federal employment guidelines, court decisions, federal, state and local laws, and city ordinances. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

SCOPE AND EFFECT

The purpose of this position is to plan, direct and manage the overall provision of police services to the citizens of the city. Successful performance helps ensure the effectiveness of departmental services, enhances the quality of life for area citizens, and affects the public image of the city.

Apply