

JOB TITLE: Police Chief

DEPARTMENT: Public Safety, City of Nicholls

JOB SUMMARY: 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.

MAJOR DUTIES:

- o Directs departmental operations and administration to ensure the protection of life and property; directs the implementation of plans, policies, and activities.
- o Directs and supervises the work of personnel; delegates duties to administrative personnel.
- o Administers all major employment actions, including the hiring, transfer, evaluation, promotion, appointment, termination, discipline and recognition of personnel.
- o Establishes controls to insure that departmental activities are implemented according to plans and operating procedures.
- o Develops and implements overall departmental policies and standards of operations, programs, procedures, and regulations.
- o Develops and implements short- and long-range goals for the department; establishes priorities for the improvement of law enforcement services.
- o Develops the annual budget for the department based on an analysis of projected needs and resources; monitors expenditures under the current budget.
- o Directs the maintenance and security of all records and materials associated with departmental activities.
- o Makes periodic public addresses to explain departmental operations, policies and objectives.
- o Serves as communications liaison with other administrative personnel within the city government.
- o Attends City Council and other meetings as necessary.
- o Maintains relationships with professional associations and other agencies, boards, commissions, committees and organizations to further the law enforcement function.
- o Provides consultation, direction, and administrative advice in major criminal cases and internal investigations.

- o Participates in professional development activities and assures that other departmental personnel do likewise.
- o Supervises, trains, directs, counsels, evaluates and disciplines subordinates.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

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

SUPERVISORY CONTROLS: The City Manager 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 according to the Standard of Operational Procedures.

COMPLEXITY: The work consists of varied managerial, supervisory and directive duties in police administration. The broad range of decision-making activities required contributes to the complexity of the work.

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 of Nicholls. 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.

PERSONAL CONTACTS: Contacts are typically with departmental personnel, elected officials, the District Attorney, the City Attorney, judges, attorneys, military personnel, business owners, citizens, suspects, and representatives of other law enforcement agencies.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, make presentations, motivate and direct employees, settle matters, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Major - Investigation (1), Major - Patrol (1), Captain - Administration (1), Lieutenant - Support Services (1), Lieutenant - Training Officer (1), and Administrative Secretary (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to occupational field.
- o 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.
- o 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.
- o Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.