



## City of Grants

### POSITION DESCRIPTION – POLICE CHIEF

**POSITION SUMMARY:** Under administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Police Department; coordinates assigned activities with other City departments and outside agencies; builds and maintains relationships with the community utilizing the principles of community policing; provides expert professional assistance to the City Council, City Manager, and others; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Receives administrative direction from the City Manager. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through levels of management and supervision.

**CLASS CHARACTERISTICS:** This is a single-position executive management classification responsible for overseeing and directing all activities of the Police Department. The incumbent performs work that is very complex, with broad authority for overseeing the day-to-day operations of the Police Department as well as responsibility for department strategic planning and goal setting. The incumbent has extensive contact with public officials, state/federal/local agencies, other public/private organizations and the general public, and is responsible for developing, proposing, and implementing programs designed to provide quality police protection services, and maintain excellent customer service within the department's jurisdiction.

The Police Chief is an "at-will" position that serves at the pleasure of the City Manager.

#### PRINCIPLE RESPONSIBILITIES:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Plans, organizes, manages, leads, and directs all Police Department services and activities.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Builds and maintains relationships throughout the community to develop partnerships in collaborative problem solving.
- Develops, plans, and implements Police Department goals and objectives in accordance with the mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of department work products through quality control and related activities.
- Selects, assigns, trains, directs, and evaluates subordinate staff, including subordinate supervisors, sworn professionals, and others; ensures training a guidance for staff involved in various aspects of police service; oversees and implements disciplinary actions when necessary.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workloads, administrative and support systems, and internal reporting relationships; and assists in the development of innovative municipal law enforcement policies.
- Administers, directs, and participates in development of the department's budget; analyzes budget data to identify and project resource needs; obtains needed resources; develops strategies to increase department funding; develops and monitors grant-funded programs; monitors and approves budget expenditures.
- Reviews legislation and assures the Police Department is compliant with appropriate law enforcement related laws, regulations, statutes, and codes.
- May participate in law enforcement duties as necessary.
- Advises the City Manager and the City Council on a broad range of issues within area of responsibility.
- Confers with citizens and City officials on law enforcement problems; assists in the development of innovative law enforcement programs, policies, and practices.
- Advises and assists subordinates in highly complex criminal and other investigations.
- Attends and makes presentations at Council, interagency, committee, and other meetings and conferences.
- Responds to difficult or sensitive complaints and request for information from the public, news media and City staff.
- Performs related duties as assigned

**MINIMUM QUALIFICATIONS:**

- Associates degree in criminal justice or comparable experience preferred; High school diploma, GED or equivalent required. Any pertinent training certificates covering the range of skills and knowledge involved in the field is a standard expectation.
- Minimum of 10 years total of professional police experience. Minimum of five years in professional Police management experience at the rank of Lieutenant or above in a similar size department. Extensive experience and high level of skills in reading and interpreting legal updates, court decisions regarding liability, policies, procedures, legal updates, personnel updates, court decisions regarding liability, policies, procedures, manuals and research literature related to public safety and other Police issues.
- Must be of good moral character and of temperate and industrious habits.
- Law enforcement Certification and Executive Certification or mid-Management from law enforcement academy.
- Must possess or be able to acquire a standard New Mexico driver's license, have and maintain a good driving record.

**KNOWLEDGE AND ABILITIES:****Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.
- Current principals, practices, methods, and techniques of policing and law enforcement, including administrative, operational, and investigative services.
- Criminal law, codes, ordinances, and court interpretations, including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- City organization and functions; laws, rules, codes, and regulations governing Police Department activities.
- Organizational and management practices as applies to the analysis and evaluation of programs, policies, and operational needs.
- Applicable federal, state, and local laws, codes, and ordinances.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedure.
- Structure, functions, and inter-relationships of state and local law enforcement agencies.
- Recent developments, current literature, and sources of information related to police science and public safety.
- Maintenance and use of modern law enforcement weapons and safety equipment.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Plan, organize, assign, direct, review, and evaluate activities of the Police Department.
- Select, train, motivate, and evaluate staff.
- Develop, implement, and interpret strategic plan goals, objectives, policies, procedures, and work standards.
- Analyze complex problems, evaluate alternatives, make sound recommendations related to Police Department Activities.
- Analyze department support needs and insure prompt and efficient delivery of services, materials, and supplies.
- Understand, interpret, analyze, apply, and enforce all pertinent laws, rules, regulations, policies and procedures, and standards relevant to municipal law enforcement services.
- Provide administrative and professional leadership and direction for the Police Department.
- Identify and respond to community and City Council issues, concerns, and needs.

**KNOWLEDGE AND ABILITIES CONTINUED:****Ability to:**

- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- React quickly and calmly in emergency situations.
- Properly use firearms and other work-related equipment.
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignment.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

**GENERAL CONDITIONS:**

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance of this job is subject to extensive vehicular travel in and around the City, and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

**SUPPLEMENTAL REQUIREMENTS:**

**PHYSICAL DEMANDS:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to maintain the required firearms qualification, read printed material, and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the mobility as well as physical and mental strength and stamina to respond to emergency situations; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and object up to 50 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENT CONDITIONS:** The incumbent will primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The incumbent may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. The incumbent may interact with upset individuals in interpreting and enforcing departmental policies and procedures. Some duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

**WORKING CONDITION:** The incumbent must be willing and may be required to work evenings, weekends, holidays, and emergencies, as well as participate in afterhours on-call assignments.

Incumbents must pass a thorough background investigation.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.**

Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

**CITY MANAGER'S SIGNATURE:** *the following signature indicates that the City Manager has approved this position description as of the date of signature.*

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

**EMPLOYEE'S SIGNATURE:** *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date