

City of Clarkston

POSITION DESCRIPTION

POSITION TITLE:	ASSISTANT POLICE CHIEF	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Law Enforcement	JOB LEVEL:	32
GENERAL POSITION SUMMARY:	Work involves general responsibility for the planning, directing and coordinating the operations of the Police Department, to include Criminal Investigations and Uniform Patrol. Work involves the planning of personnel assignments and supervision of personnel through subordinate officers to ensure the protection of life and property and the enforcement of laws and ordinances.	<u>POSITION RELATIONSHIPS</u> SUPERVISES:	Supervises: Lieutenants SGTS Police Officers Assigned staff
COST CENTER #:	Police	SUPERVISED BY:	Chief of Police

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the City of Clarkston.
- While performing any procedure, all employees and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate company operating procedures, benefit rules, employment, and safety policies/practices.

JOB SCOPE:

This position is responsible for supervisory and administrative law enforcement work responsible for planning, directing and coordinating the operations of the Police Department, to include Criminal Investigations and Uniform Patrol. Work involves the planning of personnel assignments and supervision of personnel through subordinate officers to ensure the protection of life and property and the enforcement of laws and ordinances. Work requires discretion and judgment in interpreting departmental policies, laws and ordinances in evaluating the effectiveness of subordinates. This position participates in all difficult police situations and exercises supervision over subordinate employees following standard procedures. Work is performed under the direction of the Police Chief.

MAJOR DUTIES:

- Supervises the work of sworn officers and non-sworn personnel; ensures the scheduling of duty assignments to ensure minimum staffing and appropriate coverage; monitors officers at work to ensure operations are conducted in accordance with departmental policies; ensures officers are properly trained; reviews and evaluates officer performance; approves all leave requests.

This document is provided by the City of Clarkston for the benefit of its employees. It is not a contract and does not create a contract of any kind. The City of Clarkston, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the City Manager, or his designee.

City of Clarkston

POSITION DESCRIPTION

- Assists the Police Chief in developing long range goals and objectives; ensures goals and objectives are met; maintains a comprehensive knowledge of department rules, regulations, policies and procedures to ensure assigned personnel comply; interprets same for subordinates when necessary.
- Ensures subordinate personnel are fit for duty; instructs and advises personnel in their work and in practices and procedures to be followed; implements disciplinary action as needed.
-
- Performs public relations duties; represents the department at meetings and other functions; speaks on a variety of law enforcement topics to civic, neighborhood, places of worship and school groups and at professional meetings and conferences.
- Assists the Police Chief in preparing and implementing policy and procedure changes when necessary to improve efficiency and operation of the division.
- Evaluates employee performance; reviews daily incident reports to evaluate officers' performance and determine crime trends; and develops strategies for dealing with specific crime problems.
- Conducts internal investigations as necessary.
- Receives and responds to requests for information and complaints from the public regarding services, operations and policies of the department.
- Establishes lines of communication within the department, outside departments and agencies as required to maintain an effective working relationship to better serve the community.
- Supervises the preparation and ensures the accuracy and completeness of daily, special and periodic reports.
- Prepares budget requests; monitors budget expenditures throughout the year.
- Performs other related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, criminal process and arrest;
- Knowledge of principles and practices of search and seizure and preservation and presentation of evidence;
- Knowledge of principles of personnel management, city budget preparation and administration;
- Knowledge of pertinent Federal, State, and local laws, codes and regulations;
- Knowledge of principles of supervision, training and performance evaluation;
- Knowledge of geography of City;
- Skill in coordinating various departmental functions to insure efficient services in a cost effective and timely fashion;
- Skill in the proper use and care of firearms;
- Skill in oral and written communication;

This document is provided by the City of Clarkston for the benefit of its employees. It is not a contract and does not create a contract of any kind. The City of Clarkston, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the City Manager, or his designee.

City of Clarkston

POSITION DESCRIPTION

- Ability to recommend and implement goals, objectives and practices for providing effective and efficient law enforcement services;
- Ability to serve in a law enforcement capacity in a responsible and effective manner, often under difficult and stressful situations;
- Ability to observe accurately and remember names, faces, numbers, incidents and places;
- Ability to manage, direct and coordinate the work of supervisory and sworn personnel;
- Ability to prepare clear and concise administrative and financial reports;
- Ability to interpret and apply Federal, State and local policies, procedures, laws and regulations;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups and the general public.

Supervisory Controls: The Assistant Chief assigns work in terms of departmental goals and objectives. The work is reviewed through conferences, reports and observation of activities.

Guidelines: Guidelines include Federal and State laws, criminal and traffic laws, City ordinances, City policies and procedures, departmental policies and procedures and court decisions. Interpretation of guidelines requires expertise and judgment.

Complexity: This position is responsible for broad administrative duties and daily operations. These responsibilities require collecting data, analyzing results and implementing a plan to reduce criminal activity. Such duties require much attention to detail and resourcefulness.

Scope and Effect: The purpose of this position is to direct the Police Department by planning, managing and coordinating the operations of Department, to include Criminal Investigations and Uniform Patrol. Successful implementation of the work assures that all division functions are implemented in accordance with all laws, regulations and ordinances.

Personal Contacts: Contacts are typically with co-workers, subordinates, other law enforcement and public safety agencies, city employees, attorneys, judges and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems and provide services.

Physical Demands: Work is sedentary in the office environment. Fieldwork may subject incumbent to extended periods of physical and mental exertion under highly stressful conditions. The employee must be able to load, unload, aim and operate firearms. The individual must have correctable hearing, visual and speaking abilities to perform assigned duties.

Work Environment: Work is performed either in an office environment or in a variety of field and office settings and may require exposure to dangerous and life-threatening situations. Must be willing to carry a firearm on and off the job; mentally and physically capable of taking the life of another, if justified; willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays; work at any location in the City and travel on specific assignments.

This document is provided by the City of Clarkston for the benefit of its employees. It is not a contract and does not create a contract of any kind. The City of Clarkston, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the City Manager, or his designee.

City of Clarkston

POSITION DESCRIPTION

Supervisory and Management Responsibility: Exercises supervision over the Sergeants, Lieutenants, Investigators, Police Officers and support positions.

Minimum Qualifications:

Bachelor's degree in political science, criminology, criminal justice or related field; Master's degree preferred; a minimum of ten (10) years of law enforcement experience including a minimum of five (5) years in a supervisory position; preferred completion of law enforcement management program; Must obtain a Terminal Agency Coordinator Certification within 90 days of employment; Certified Peace Officer under regulations of Georgia Peace Officer Standards and Training Council (P.O.S.T.); equivalent combination of education and experience.

The Assistant Police Chief's starting pay will be commensurate with the chosen candidate's qualifications and experience; negotiable depending on qualifications. The City of Clarkston also offers an attractive benefits package, including health benefits, dental, retirement plans, life insurance, sick leave, vacation leave, and paid holidays.

Application packets are available on the City website at <https://www.clarkstonga.gov/job-opportunities> or using the direct link below:

https://www.clarkstonga.gov/sites/default/files/uploads/clarkston-police-booklet-application-dec-2019_0.pdf

Interested candidates should submit their application packet to the City Clerk, Tomika R. Mitchell at tmitchell@cityofclarkston.com or vial mail: City of Clarkston, Attn: Tomika R. Mitchell, 1055 Rowland St., Clarkston, GA 30021.

This position is open until filled.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.

This document is provided by the City of Clarkston for the benefit of its employees. It is not a contract and does not create a contract of any kind. The City of Clarkston, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the City Manager, or his designee.