

JOB DESCRIPTION



ORGANIZATION: City of Lebanon
DEPARTMENT: Police

LOCATION: Lebanon, OR
DATE: January 2012

JOB TITLE: Chief of Police

JOB STATUS: EXEMPT
FLSA Exempt: Yes

PURPOSE OF POSITION: Administers all law enforcement operations and police service programs with a community-oriented policing and problem solving philosophy. Perform law enforcement, emergency management and crime prevention work including patrol and investigation as necessary. Communicate with public in matters of public safety and concern. Serve as a member of the City management team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Maintains regular job attendance and adherence to working hours.
2. Possess and maintain a valid Oregon Drivers License with an acceptable driving record.
3. Plan, organize, assign, direct, review and evaluate patrol, crime prevention, investigation, traffic control, community services, communications, emergency services and technical support programs and activities.
4. Prepare and administer the Police Department budget; maintain and monitor appropriate budgeting and expenditure controls.
5. Manage the development and implementation of law enforcement related municipal ordinances, internal regulations and innovative policies to further departmental and City goals.
6. Establish and maintain effective working relationships with other public safety agencies, City departments, special interest groups and the general public. Maintain communication with media representatives to ensure cooperative effort and accurate reporting of activities.
7. Interview and recommend hiring and termination actions.
8. Work in conjunction with the Human Resource Department, while managing internal investigations of public complaints and allegations of police employee misconduct.
9. Manage and assist in the supervision of major incidents, crimes or accidents. Ensure City officials are properly informed of activities.

10. Perform law enforcement activities, such as patrol, investigations, transport, responding to complaints, etc., writing warnings and citations as appropriate, and preparing reports of activities, typically during times of emergency, personnel shortage or need for additional personnel.
11. Confer with and provide professional assistance to members of City departments on matters related to the functions of the police department.
12. Follow all safety rules and procedures established for by the City Safety Manual.
13. Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with other professionals in law enforcement.
14. Maintain work areas in a clean and orderly manner.
15. Direct all emergency management planning and coordination, including serving as the Incident Commander during an emergency drill or actual emergency.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. A Bachelor's degree from an accredited university in a related field.
2. Six years of law enforcement experience with at least three years in a management/administrative position.
3. Broad experience in law enforcement activities, police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices.

Licenses & Certificates:

1. Possess or obtain a Department of Public Safety Standards and Training (DPSST) Police Executive Certificate within three years of appointment. (Subject to DPSST rules)
2. Possess Criminal Justice Information Services security clearance within the first 30 days of employment.
3. Possess or obtain a valid Oregon drivers license within the first 30 days of employment.
4. Possess or obtain all other mandated certifications as required under DPSST Administrative Rules within the first six months of appointment.

DESIRABLE QUALIFICATIONS:

1. A Master's degree from an accredited university in a related field.

KNOWLEDGE, SKILLS AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Principles, practices, and techniques of public administration, and city government.
2. Personnel policies and practices.
3. Government budget policies and procedures.
4. Principles and practices of management and supervision.
5. Principles of budget preparation and fiscal accounting.
6. Principles of Police administration.
7. Reporting and disclosure requirements of government entities.
8. State and City laws and ordinances.

Skill in:

1. Personnel supervision.
2. Planning, coordinating, and directing the operations of the Police Department.
3. Developing and implementing work methods and procedures which promote a safe working environment and ensure staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
7. Providing outstanding customer satisfaction (internally and externally).
8. Use of Microsoft Office

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City professionally and effectively in meetings with others.
3. Establish and maintain effective working relationships.
4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective and efficient manner.
6. Analyze facts and exercise sound judgment.

PHYSICAL DEMANDS OF POSITION:

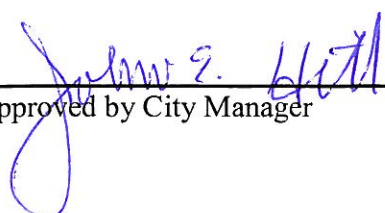
1. Employee is required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility.
2. Position is typically required to move materials weighing up to 10 pounds on a recurring basis.
3. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS:

1. Work locations are primarily indoors.
2. While performing the duties of this job, the employee occasionally works outdoors at all times of day and in all weather conditions and is occasionally exposed to hazardous situations that may result in injury, death or use of deadly force on others.
3. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting and yelling.
4. Must be available for on-call response.
5. Evening meetings and some travel are required.

SUPERVISORY RESPONSIBILITIES: Responsible for over 25 FTE, seldom over 50.

SUPERVISION RECEIVED: Works under the direction of the City Manager.


Approved by City Manager

January 2012