

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Assistant Police Chief</b>	<b>CLASS CODE:</b>	<b>667</b>
<b>REPORTS TO:</b>	<b>Police Chief</b>	<b>GRADE:</b>	<b>39</b>
<b>DEPARTMENT:</b>	<b>Police</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: September 30, 2011 kd</b>			

### **JOB SUMMARY**

Performs administrative and managerial work of substantial difficulty in planning and directing the activities and operations of large command bureaus in the Police Department.

### **ESSENTIAL FUNCTIONS**

1. Plans, coordinates, directs, and evaluates the activities and staff of several command bureaus within the Police Department.
2. Provides highly complex staff assistance to the Police Chief; functions as a member of the police management staff.
3. Plans, develops, and implements bureau goals, objectives, policies, and procedures; participates in the developing of plans, objectives, policies, and procedures for the entire department.
4. Analyzes and conducts review of activities to identify problem areas and develop new methods of increasing efficiency of assigned bureaus.
5. Coordinates activities of assigned bureaus with other police bureaus and city departments.
6. Oversees the development of the budgets for areas of responsibility; assists in the development and monitoring of the full department budget.
7. May oversee all internal investigations, use of force, and shooting investigations.
8. Directs and coordinates community-oriented problem solving efforts.
9. Responds to and investigates sensitive or complex citizen problems or complaints.
10. Coordinates department activities and programs with city staff, city council, and citizens.
11. Responds to major crime scenes or incidents.
12. Participates in staff appointment or training decisions; assists staff in correcting employee deficiencies or implementing disciplines.
13. Acts in the absence of the Police Chief.

### **SECONDARY FUNCTIONS**

14. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES**

#### **Knowledge of:**

The theories, principles, and practices of modern police administration and law enforcement methods  
Municipal government organization and administration, and the geography of the city  
Federal, state and local laws, regulations, and policies governing police operations  
Effective management and supervisory practices  
Labor relations' practices

#### **Skill in:**

The use of a firearm and other police equipment

**Ability to:**

Plan, organize, and direct broad bureau activities of the Police Department

Demonstrate sound independent judgment and decision-making

Develop and maintain cooperative working relationships with the general public, representatives from other law enforcement agencies, and other community groups

Communicate clearly and concisely, both orally and in writing

**WORKING CONDITIONS**

Office setting.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in criminal justice, public administration, management, or a related field and two years experience as a Police Commander.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Must be certified as an Arizona Police Officer and continually meet all AZPOST standards

Possession of a valid Arizona driver's license by date of hire