

Typical duties will include but not be limited to:

- Directly supervise the activities of the Deputy Chiefs in Patrol, Investigations and Professional Standards, making executive decisions regarding intra-bureau policy issues and resource allocation.
- Directly administer the activities of the Administrative Services Division, including the Operations Development Unit, the Business Technology Unit, Support Services and the CODEFOR Unit; including responsibility for data collection and retention and reports through these units.
- Ensure department accountability with law enforcement operations by administering the operations of CODEFOR Unit and conduct and chair weekly meetings to ensure agency wide accountability in addressing crime patterns.
- Assist the Chief of Police with strategic planning, budget and policy development.
- Assist the Chief of Police in planning, directing and implementing the department's short and long term goals, objectives and strategies.
- Advise City Elected Officials concerning policy issues and implement policy decisions.
- Assume overall command of the department in the absence of the Chief of Police.
- Advise and collaborate with State, County and Federal Elected Officials and other government representatives.
- Oversee the development and maintenance of the department budget and advise the Chief.
- Supervise personnel assigned to the office of the Chief and assume operational command during critical incidents.
- Review the findings of disciplinary panels and make a final decision regarding the outcome of cases where termination is not recommended.
- Oversee the management of the Department's Business Plan, budget, space, and staffing and advise the Chief of Police.
- Interact with labor representatives, the Civil Service Commission, arbitrators, mediators, etc. concerning labor relations.

The position is to be in the appointive service and satisfies all requirements associated with being an appointed position.

cc: John Moir, City Coordinator
Timothy Giles, Director, Employee Services
William McManus, Police Chief
Bill Champa, Human Resources Generalist
Mike Anderson, Central Payroll
Crystal DeJarlais, HRIS
Barbara Payton, HRIS
Betty Stanifer, Classifications
File