



CITY OF BRANSON - POSITION DESCRIPTION

ASSISTANT POLICE CHIEF



Grade: 39C
FLSA Status: Exempt
Department: Police/Administration

POSITION SUMMARY

This position directs the operations of the Administrative Division of the Police Department. Responsibilities include reviewing and monitoring daily operations and reports, directing personnel activities and participating in the development of policies and procedures and supervising subordinate personnel. Work is performed under limited supervision. This position is normally supervised by the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following:

1. Supervises subordinates with respect to being held accountable for performance and behavior including approval of leave to meet personnel needs, discipline of employees, staff development functions, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process.
2. Reviews and monitors the daily operations of the Police Department.
3. Prioritizes and directs the work of division personnel, adjusts personnel allocations and division activities to meet changes in demands of department activities.
4. Ensures divisional operations meet community needs and comply with legislation and court decisions.
5. May assume the responsibilities of Chief of Police in incumbent's absence.
6. Manages the activities of the division commanders. Assigns and reviews work. Assigns and supervises special project research.
7. Receives and answers correspondence and complaints. Provides advice and recommendations to management as requested.
8. Develops, prepares and directs the maintenance of various reports and records on divisional activities, division status and statistical data. Reviews reports of subordinates and prepares summary reports for management.
9. Participates in the development of the department budget. Implements and administers the approved budget for the division. Ensures division operations comply with budget limitations.
10. Write and coordinate grants for funding of special projects as needed throughout the year.
11. May be assigned to specialized duties in lieu of normal duties.

KNOWLEDGE, SKILLS, AND ABILITIES

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

Knowledge of Federal and State statutes and City ordinances.

Knowledge of the geography of the city and the location of various buildings and landmarks.

Knowledge of police methods and procedures, including supervisory theory and practice.

Knowledge of first aid principles and skill in the application.

Knowledge of scientific crime detection.

Knowledge of the principles and practices of police administration.

Knowledge of human resources management including hiring practices, disciplinary procedures, terminations, etc.

Knowledge of the provisions of the City Code, Personnel Rules and Regulations and Branson Police Department SOP's.

Knowledge of the rules of evidence.

Knowledge of grant preparation procedures and proper grant writing techniques.

Ability to plan, assign, and supervise the work of a large number of subordinates.

Ability to speak and write effectively (in English), and to analyze police reports.

Ability to analyze complex situations quickly and objectively and to determine proper courses of action.

Ability to operate related equipment required for job duties.

Ability to manage or administer grant funds.

Ability to make recommendations that impact the budget.

Ability to use various types of computer software (including Microsoft Office) and hardware.

Skill in the use and care of firearms.

PHYSICAL DEMANDS

The physical demands and working environment, which follow, is representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to walk, twist, and bend; hold and grip objects; reach with hands and arms to both ground level and overhead; use hands to finger, handle or feel; talk and hear; sit and stand for extended periods of time. The employee must be able to lift, carry, push, pull, drag and/or move a minimum of one-hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to undergo/complete rigorous physical training.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is primarily indoors with heating and cooling regulated in a general office environment. Occasionally, the employee may be exposed to the outdoor environment which may include a variety of extreme weather conditions. The employee can be subject to life threatening conditions and situations associated with law enforcement activities, and mental and emotional stress. The noise level in the work environment is usually low.

EXPERIENCE, EDUCATION, AND TRAINING

Typically requires graduation from an accredited college or university with a Bachelor's degree in Police Science, Sociology, Psychology, Criminal Justice, Public Management, or a closely related field. Directly related professional experience may be substituted for the degree requirement on a year-for-year basis.

Eight years of law enforcement experience, with at least five years of supervisory experience at the rank of Lieutenant or higher.

February 1, 2012

LICENSING/CERTIFICATION

Certified as a law enforcement officer in the State of Missouri.

Must be able to qualify with department issued firearms.

Must possess a Missouri P.O.S.T. Certificate at time of starting employment.

Additional licenses or certifications may be required for this position.

MISCELLANEOUS REQUIREMENTS

Must possess and maintain a valid Missouri Motor Vehicle Operator's license.

Must be able to pass a background investigation and post-offer medical evaluation.

Vision must be correctable to 20/40; must pass the Ishihara color vision test and/or be able to recognize the colors of traffic signals and devices showing red, green and amber; and must meet established hearing standards.

Must possess no felony convictions, and have no serious misdemeanor convictions within the past 5 years.

No objectionable tattoos (which includes tattoos or brands on the head, neck, or below the upper six inches of the arm) are allowed.

Must be able to pass in-house training courses on the proper use of various police equipment.

Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision.