

City of Barnwell Police Chief Job Description

Job Title: Police Chief
Department: Police
Reports To: City Administrator/Council
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 01/07/14
Approved By: Administrator
Approved Date: 01/08/14

Summary Full-time Position Directs, plans, manages, and coordinates activities and operations of the City of Barnwell Police Department by performing the following duties personally or through subordinate supervisors, coordinated with assigned activities with the City Administrator.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Develops, plans, and implements police department goals, objectives, rules, regulations, and work methods that comply with federal, state, and local laws and in response to assessment of community needs.

Establishes, within policy guidelines, appropriate service and staffing levels.

Coordinates, administers, and monitors police activities, personnel, and programs.

Provides consultation and staff assistance to city administrator, city council, and other governmental officials.

Supervises and participates in the development and administration of the police department budget. Supervises the daily implementation of the Police Department Budget revenue & expenses sections.

Directs the selection, supervision, training, development, and discipline of department personnel.

Directs investigation of citizen complaints regarding officer misconduct or other alleged wrongdoing.

Meets with a variety of community organizations to promote department activities and develop positive community relations.

Responds to complaints and inquiries regarding department operations and policies.

Coordinates law enforcement activities with activities of other departments and law enforcement agencies.

Develops and maintains a traffic improvement program.

Participates in professional organizations and on a variety of boards, commissions, and committees.

Commands force during emergencies, such as fires and riots.

Prepares, reviews, and presents reports and other necessary correspondence.

Provides input in the legislative process on matters related to law enforcement and public safety.

Supervisory Responsibilities

Manages subordinate supervisors who supervise other employees of the Department. Is responsible for the overall direction, coordination, and evaluation of all units. Carries out supervisory responsibilities in accordance with the City's and Department's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma minimum, college or technical school degree is preferred; successfully graduated from the police academy; a minimum of 5 years law enforcement experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Current South Carolina Driver's License or ability to receive one; graduated from the Police Academy

Other Qualifications

Must be available for call nights, weekends, and holidays as needed. Must pass all appropriate background and drugs screenings.

Physical Demands The physical demands are typical in representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment The work environment characteristics are typical in representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Background Investigation and Employment Drug Testing Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT

AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.