

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Police Chief</u>
Sch & Grade	<u>DHS-15 (Unclassified)</u>
Class Code	<u>AA28</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Dept Head Series</u>

PRIMARY PURPOSE:

Serves as first in command of the Springfield Police Department; plans and directs all line operations and auxiliary services of the department.

SUPERVISION:

Under the general direction and supervision of the Assistant City Manager or designee; directly supervises division majors and Senior Executive Secretary position, indirectly oversees a large staff of sworn and civilian personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as principal advisor to the City Manager, Assistant City Manager, and other city and county officials, as well as other departments regarding police issues. Confers as appropriate regarding Police Department policy, programs, and activities.
2. Provides effective leadership in planning, organizing, directing and coordinating all police activities including line operations, auxiliary services, training, and efficient resource allocation and management.
3. Plans, formulates, makes recommendations, implements, enforces, and maintains departmental policies, programs, priorities, regulations, work methods, and procedures that are consistent with the City's and Department's mission of serving the public; this includes developing and maintaining a Department Policy Manual and Accreditation Program with input from employees.
4. Contacts and confers and regularly communicates with other agency officials or members of the public relative to department functions.
5. Provides leadership to employees by ensuring effective task completion, communicating regularly with employees of all levels within the department, interacting with members of the force in a supportive capacity, and leading by example.
6. Makes periodic visits to different work areas to promote internal communication and to conduct in-house and field spot checks in reference to work methods and functions.
7. Reviews activities and reports of officers and conducts conferences with supervisors and staff regarding daily work functions in order to evaluate the effectiveness of investigations and actions being taken.
8. Prepares and presents speeches and/or reports to groups such as the City Manager's Office, City Council, various task force meetings, technical conferences, community groups, and the general public.
9. Develops, oversees, monitors and manages the departmental budget; solicits supervisory, employee, and citizen input regarding establishing budget priorities (citizen input sought via annual survey).
10. Participates in a variety of meetings including conducting regular staff meetings with appropriate personnel, attending and presenting information at City Leadership Team meetings, having status meetings with the City Manager's Office, and representing the Police Department at various meetings throughout the community.
11. Assists with the management of critical incidents to provide leadership and direction.
12. Guides and directs a staff of professional, technical, and administrative support personnel including making selection decisions, completing performance evaluations, reviewing disciplinary action recommendations and making final determination of action, and ensuring staff have adequate training and professional development opportunities.
13. Monitors staff development and provides development to insure appropriate succession planning within the Department.
14. Maintains liaison with employee associations to facilitate communication and problem solving.
15. Participates in interviews and press conferences with the media to inform the public regarding activities.
16. Testifies in court and/or legislative committees as necessary and appropriate.
17. Operates a motor vehicle to conduct police business outside of the office.
18. Ensures performance evaluations are conducted in a fair and evenly-calibrated manner.
19. Makes hiring/promotion decisions in a structured, fair manner.

IMPORTANT FUNCTIONS:

1. Attends various seminars, conferences, workshops and other training for professional development purposes.
2. Develops and maintains working relationships with Police Chiefs and other law enforcement professionals on a local, state, and national level.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Current principles, policies, and procedures of law enforcement; modern leadership, motivation, administration and management techniques; components and procedures of the criminal justice system; applicable laws related to police work; merit systems; legislative processes; basic principles and procedures involved in police operations, investigations, and administration.

Abilities

Effectively lead, administer, and manage the activities of a municipal police department; plan, organize, develop, implement, and enforce police policy, resource allocation, as well as short and long-term goals; direct all line and auxiliary police services; exercise sound, independent judgment; consistently meet deadlines; read and interpret a variety of information including records, reports, manuals, etc.; analyze situations and problems, collect and assess relevant data, identify and evaluate solutions, and effectively implement determined action; maintain annual firearms certification; manage information including overseeing the maintenance of accurate records and reports; follow oral and written instructions and protocol; communicate effectively both verbally and in writing including preparing and presenting clear written and verbal reports; deal effectively and courteously with a wide variety of individuals and groups including City Council, city management, community leaders, other department staff, government agencies, state legislators, associates and the general public; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; work effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Police Science, Criminal Justice Administration or a Law Enforcement related field, Masters degree preferred, plus at least ten years' of police experience, of which at least three years must have been in a supervisory capacity at an upper management level.

Physical Requirements

Frequently/Routinely

- Must be able to observe and analyze situations, as well as hold, grip, and effectively use objects such as a firearm.

Working Environment

Primarily indoors with heating and cooling regulated; may be subject to extreme weather conditions and life threatening conditions when responding to critical public safety situations such as major crime scenes, natural disasters, rioting, etc.

Licensing/Certification

Must be able to obtain and maintain a valid Missouri Motor Vehicle Operator's License; must be able to obtain Class A POST certification as a law enforcement officer by the Missouri Department of Public Safety within one year of appointment.

Miscellaneous Requirements

Must establish residency within the City limits of Springfield within six months of employment and maintain City residency throughout appointment; must pass a post offer psychological evaluation; must successfully complete a background investigation as well as pre-employment drug testing.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4222
Comments:	Updated Abilities	Date: July, 1991

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____