

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Police Major</u>
Sch & Grade	<u>LES-15</u>
Class Code	<u>BI25</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Police</u>

PRIMARY PURPOSE:

Serves as Commander of any one of the major divisions of the Police Department including Operations, Investigations, and Support Services; serves as a member of the management team in formulating departmental policy as well as planning, organizing, and directing the Police Department.

SUPERVISION:

Under general supervision of the Police Chief; supervises a large staff of sworn officers and civilian personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs and supports the operations and activities of one of the major divisions of the Police Department and rotates among the divisions at the discretion of the Police Chief.
2. Serves as principal assistant to the Chief in the division that they command regarding operations and administration of police activities.
3. Supervises and participates in the development and implementation of departmental policy.
4. Establishes and communicates clear goals and objectives for assigned division, which are consistent with overall departmental goals, and promotes team efforts.
5. Coordinates police services and activities with city departments as well as other local and area law enforcement agencies, and fosters a cooperative working relationship.
6. Prepares and delivers informal and formal presentations to civic groups, law enforcement agencies, City Council, and community members.
7. Directs personnel assignment of sworn officers and civilian employees, conducts performance evaluations for immediate subordinates and reviews and recommends approval/disapproval of performance evaluations of division personnel, and evaluates candidates' performances for promotional opportunities.
8. Handles division disciplinary matters including initiating and reviewing disciplinary investigation files of personnel and making recommendations; providing recommendations in disciplinary investigations to ensure accurate findings; and recommending and administering appropriate disciplinary action for employees including providing counseling and necessary training and development.
9. Serves as Chief of Police in the Chief's absence with full authority in managing the department.
10. Prepares and submits written reports as required.
11. Supervises and participates in the development and implementation of short and/or long-range planning including reviewing and evaluating work products, methods, and procedures as well as conducting needs assessments and forecasting needed staff, equipment, materials, and supplies.
12. Prepares and manages divisional operating budget.
13. Drives to crime scenes, investigation sites, police substations, etc. as necessary and may provide direct command authority and oversight at *major* police incidents.
14. Participates in news media interviews or other mass media methods to communicate various police business.
15. Assists in mediating employee disputes through informal and formal grievance processes and recommends counseling to subordinates when appropriate.
16. Conducts program evaluation needs for division including monitoring programs to determine effectiveness, identifying system and/or organizational performance problems, recommending improvements, and developing new systems.
17. Utilizes basic computer skills to operate various equipment and software to carry out duties.
18. Provides leadership to division staff by ensuring task completion, interacting with members of the force in a supportive capacity, and leading by example.
19. Testifies in court to represent the City or as a witness or complaining witness.
20. Supervises major and minor special department projects as assigned.
21. Responsible for keeping the Chief of Police informed of important matters within the department, specifically activity that occurs within the division that has potential to impact the rest of the department or the general public.

IMPORTANT FUNCTIONS:

1. Attends workshops, conferences, and other training programs for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Components and procedures of the criminal justice system; principles of effective interpersonal communication as well as modern leadership, motivation and management techniques; applicable local, state, and federal laws; basic principles and procedures involved in police operations, investigations, and administration; general knowledge of merit systems.

Abilities

Effectively organize and administer a variety of crime prevention and law enforcement activities; lead and manage the operations of any of the Police Divisions; demonstrate skill and understanding of leadership and public contact; plan, develop, monitor, and implement departmental policy, resource allocation, as well as short and/or long-term goals; exercise sound independent judgment; analyze situations and problems, collect and assess relevant data, identify and evaluate solutions, and effectively implement determined action; take immediate and appropriate decisive action as needed in stressful or crisis situations; consistently meet deadlines; review, understand, interpret, and apply a wide variety of rules, procedures, and information; effectively utilize law enforcement equipment and maintain annual firearms certification; foster cooperation with citizens, other city departments, and outside agencies; prepare and present both written and oral reports in an organized manner; manage information including maintaining accurate and organized records; communicate effectively and appropriately both verbally and in writing; adapt to a variety of challenging situations and circumstances; deal effectively and courteously with associates and the general public; follow oral and written orders, instructions, and protocol; utilize computer hardware and software systems as required by job assignment; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the management team in carrying out the Department’s and City’s stated mission and philosophy including the philosophies of community oriented policing as promoted by the Springfield Police Department; 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 Law Enforcement or a related area plus seven years of continuous experience as a police officer, the last two of which have been at the rank equivalent to Lieutenant or above. Work toward or completion of Master’s degree is preferred.

Physical Requirements

Frequently/Routinely:

- Observes a variety of people, places, and situations and identifies required action.
- Performs bending, kneeling and reaching to both ground level and overhead.
- Must be able to hold and grip objects such as a firearm.
- Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment.

Occasionally/Periodically:

- Lifts, carries, pushes or pulls up to 50 pounds.

Working Environment

Both indoor and outdoor working environments which may involve a variety of extreme weather conditions; possible exposure to disease; subject to life-threatening conditions and situations associated with law enforcement activities.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; must be able to obtain and maintain certification as a Missouri state Police Officer within probationary period.

Miscellaneous Requirements

Subject to emergency call-in; works evenings and weekends as required for task force meetings, special searches, etc.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4812
Comments:	Updated Abilities	Date: June 22, 1998

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: _____