



an Resources page on the

ent and salary history

rested candidates should

s and verifications to be
ications/accomplishments
ected to participate in the
appraisal, written exam,
inations, drug test, back-
ground reviews will be con-

ment process, please email
are welcomed.

be accepted after this date

ification

Invites ap

POLICE

Application



work groups or significant departments include overall administration of a Division including development of design and implementation of systems, processes, policies, and/or procedures to achieve those objectives. As a Division responsible for the development, administration of the associated budget(s). This classification is from the next lower classification of highly responsible management duties. The exempt, at-will position.

KEY DUTIES

Merely a selection of the duties that are:

Management responsibility for assigned services of a division or service areas of the Department; may oversee special projects, the Administration Division, or other assignments.

Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and administers procedures.

Evaluates the efficiency and effectiveness of methods and procedures; recommends departmental policy, appropriate service

Coordinates, and reviews the work plan; meets with staff to identify and re-

selection, orientation, training, and programs for Department personnel; promotes staff training; provides positive employee performance; identifies and addresses deficiencies; initiates discipline procedures

Reviews and participates in the preparation of written material and the maintenance of records; inspects departmental records that deficiencies are corrected.

May serve as the City's Emergency Coordinator; assumes responsibility for response training and Emergency processes; reviews and amends the Emergency Plan as necessary

- ◆ Manages and oversees assigned staff
- ◆ As assigned, may assume command in the absence of the Police



EDUCATION AND EXPERIENCE

Any combination of education and experience likely provide the required knowledge and qualifying. A typical way to obtain the abilities would be:

Education/Training: A bachelor's degree from a college or university with major in criminal justice, police science, business administration, or related field.

Experience: Six or more years prior experience, or four years served at the Department including three years of administrative and supervisory experience at a level comparable to a Police

License or Certificate: Possession of a valid driver's license with a satisfactory driving record. Qualified applicants must possess a P.O.S.T. Supervisory Certificate. Within two years of appointment must possess a Management Certificate P.O.S.T.

Criminal Record: Candidates shall not be convicted of any felony. A misdemeanor conviction may result in applicant disqualification and may result in action, up to and including termination.