

**City of Grass Valley
JOB DESCRIPTION**



Police Chief

Department: Police

FLSA Status: Exempt

Date: 01/26/2016

Reports To: City Manager

Unit: Executive Service

JOB SUMMARY

Performs highly responsible and professional work on planning, organizing, and directing the activities of the Police Department in law enforcement and the prevention of crime. Performs other work as required.

SUPERVISION RECEIVED/EXERCISED

Works under the general direction of the City Manager. Exercises supervision over sworn, professional, and clerical personnel as assigned.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

1. Plans, organizes, directs, and coordinates the activities of Police Department personnel in preserving order, protecting life and property and enforcing laws and municipal ordinances;
2. Formulates and enforces rules, procedures, and policies for efficient operation of the department;
3. Recommends appointments and promotion; develops and places into effect a program of in-service training;
4. Evaluates employee performance and tasks or recommends appropriate disciplinary action;
5. Directs record-keeping activities and the preparation of reports;
6. Composes and reviews correspondence;
7. Prepares budget estimates and controls budget expenditures;
8. Recommends purchase of equipment and supplies;
9. Provides City officials with periodic reports showing the number and types of arrests and other data as required;
10. Submits reports and information to State and Federal authorities and to other law enforcement agencies;
11. Attends county, area and State police conferences and meetings;
12. Establishes and maintains cooperative working relationships with peace officers in other law enforcement agencies;
13. Ensures compliance with all applicable State and Federal regulations and mandates;
14. Serves on committees doing community project work;

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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15. Meets the public and works with various officials and citizens in furthering the public relations program of the department and the City;
16. Performs related duties similar to the above in scope and function and required.

Knowledge of:

1. Principles, practices and techniques of police administration, organization, and operation, and their applicability to specific situations;
2. Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control and safety, juvenile delinquency control, record keeping, and care and custody of persons and property;
3. Laws, ordinances, and regulations affecting the work of the department.

Ability to:

1. Testify under oath;
2. Plan, direct, and coordinate the work of the Police Department;
3. Formulate, place in effect, and administer sound departmental policy;
4. Establish and maintain effective working relationships with public officials, employees, and the general public.

EXPERIENCE / EDUCATION /LICENSES

Graduation from an accredited four year college or university with a major in Public Administration, Criminology, Sociology, or related field.

POST Advance Certificate *and* graduation from a recognized command school is highly desirable.

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GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

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