

**City of Sebastopol
Job Description**

Job Title: Police Chief
Division: Management
Department: Police
Location: Police Station
Shift: As Required
Reports To: City Manager
Prepared By: R. Puccinelli
Approved By: City Council
Approved Date: 06/30/1999
FLSA Status: Exempt

SUMMARY

Under administrative direction, to plan, organize, direct and coordinate the City's law enforcement and crime prevention activities; to be responsible for animal control and youth services and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans, organizes, directs and coordinates the activities of the Police Department; selects, trains and has general responsibility for the discipline of personnel; coordinates the development and maintenance of training programs; oversees the requisition of materials, supplies and equipment; formulates rules, policies and procedures for the operation of the Department; prepares budget requests and controls expenditures; coordinates the activities of the Police Department with other City Departments and public law enforcement agencies; attends City Council meetings, providing advice and consultation on the development of law enforcement policies and dealing with law enforcement problems; directs the preparation and prepares a variety of reports describing Department operations and activities; meets with community groups and organizations concerned with law enforcement problems; has responsibility for handling and distribution of police records; maintains current information on crime prevention methods; directs Department investigative functions; maintains good police community relations; responds to sensitive citizen complaints regarding Department operations; conducts formal investigations of employee misconduct; plans and directs the City's animal control and Youth Services programs; attends conferences on law enforcement problems and administration.

SUPERVISORY RESPONSIBILITIES

Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization'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.

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

Bachelor's degree (B. A.) from four-year college or university; or two years related experience and/or

training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or City Council.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of an appropriate California Driver's license issued by the State Department of Motor Vehicles. Possession of requisite certificates from the California Commission on Peace Officer Standards and Training.

PHYSICAL DEMANDS

The physical demands described here are 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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; in outside weather conditions; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and vibration. The noise level in the work environment is usually loud.