JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Police Chief</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Police</td>
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<tr>
<td>Reports to Position:</td>
<td>City Manager</td>
</tr>
<tr>
<td>Location:</td>
<td>Police Department</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>05/24/19</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>Yes</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>No</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

The Chief of Police is the director of all police department personnel providing dynamic leadership and guidance. Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department. Exercises supervision over all police department staff directly or through subordinate supervisors. Meets with elected or appointed officials, other law enforcement representatives and the public on all aspects of the department’s activities.

The Police Chief is appointed by the City Manager, subject to City Council approval, and is directly responsible to the Mayor. He or she works under the general supervision of the City Manager.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Works with department management team to develop policies and procedures to ensure efficient operations of the department and to implement city directives.
- Oversees and directs departmental operations regarding personnel and equipment.
- Develops and implements strategic plan carrying out the goals of the department as they align with city management.
- Cooperates with state and federal officers in the apprehension and detention of wanted persons; works with other agencies where activities of the police department are involved.
- Oversees personnel planning, recruitment, selection, training, scheduling, performance appraisal, promotions and termination in accordance with applicable civil service laws.
- Directs budget development and implementation process.
- Functions as the lead representative of the police department and addresses various groups to increase community awareness and understanding regarding the department’s programs and activities.
- Oversees the exchanging of information with other law enforcement agencies and the city, county and state attorney’s offices.
- Attends professional meetings as related to police department administration.
- Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of police department policies, rules and regulations, state and federal laws and city ordinances.
- Must be willing to make decisions consistent with legal and sound policies.
- Knowledge of the principles and practices of modern police methods, administration and management.
- Ability to understand and execute complex oral and written directives.
- Ability to plan, direct, coordinate and control the activities of subordinates and prepare them for advancement.
- Ability to foster and maintain the respect of subordinate officers and to assign and review their work.
- Ability to establish and maintain effective working relationships with fellow employees, civic groups and the general public.
- Ability to maintain the skills necessary to perform all duties of the line function including state mandated peace officer certifications.
- Ability to write clear and comprehensive reports.
- Ability to develop and monitor department budget and expenditures.
- Extensive knowledge of business English, punctuation, spelling and arithmetic.
- Ability to understand and execute oral and written directions.
- Ability to multi-task efficiently.
- Ability to prepare effective correspondence including proficiency in proofreading.
- Ability to use computers and other office equipment proficiently including using specialized software applications.
- Ability to make decisions and maintain confidentiality in accordance with established law, regulations and policies.

**ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES**
- See Essential Functions & Physical Abilities for Sworn Personnel Document

**QUALIFICATIONS**
- Minimum of fifteen years of experience in a public law enforcement agency.
- Three years of experience in leadership role in a public law enforcement agency.
- Graduate of a major law enforcement administration academy; FBI or Southern Police Institute is preferred.
- MA or BA in criminal justice, administration or management preferred.
- Must obtain Iowa POST Certification within one year of hire.
- Must have valid Iowa driver’s license.

**WORKING CONDITIONS**
- Must be able to work with minimal supervision.
- Work in a 24/7 office environment.
- Work in a potentially stressful environment.

**REQUIRED BACKGROUND CHECKS**
- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Credit Check
- Pre-Employment Physical
- Polygraph