



The City Beautiful

City of Coral Gables Job Description

Job Title:	Assistant Chief of Police for Administrative Services	Prepared Date:	03/2014
Department:	Police	Approved By:	Elsa I. Jaramillo-Velez Patrick G. Salerno
Classification:	0072		
Paygrade:	35EP		
FLSA:	Exempt		

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Summary

The Assistant Chief of Police for Administrative Services, under the broad guidance of the Chief of Police, performs a wide-variety of highly complex, professional work assisting the Chief in organizing, developing and directing the administrative and managerial functions within the Police Department, including budget, human resources/payroll, planning and research, procurement, grants, training, accreditation, community affairs, off duty coordination, facility management and information technology. Supervision is exercised over a staff of sworn and/or civilian personnel. Must be able to think strategically and exercise considerable initiative and independent judgment.

Must be a creative thinker, a visionary leader and is a person who understands responsibility and accountability. The position requires strong organizational development skills, experience in developing policies and procedures. This is a highly visible position which demands excellent communication, presentation, negotiation and management skills.

This is an executive level, administrative, supervisory, and technical law enforcement work. This department operates 24 hours per day, 7 days per week.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Serves as an internal consultant and lead process improvement efforts to help the department function more effectively.

Oversees budget preparation and expenditures. Participates in the development and administration of assigned program budgets; forecasts funds needed for staffing, equipment, materials, and supplies; monitors, reviews and approves expenditures; recommends adjustments as necessary.

Directs technical, financial, statistical and other analytical research and support.

Serves as the Acting Police Chief when designated by the Chief of Police or City Manager.

Assists in the development and implementation of procedures and departmental goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.

Provides staff assistance to the Chief of Police; conducts a variety of special studies and investigations; develops and recommends modifications to assigned programs, policies, and procedures as appropriate.

Performs project management functions for assigned projects; assembles project teams; confers with project staff to outline a plan and to assign tasks and resources required for each task; establishes project milestones; ensures projects progress on schedule within prescribed budget, and with acceptable quality; confers with project team to provide technical advice and resolve problems.

Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.

Confers with and provides professional assistance to members of City departments and police staff on matters related to functional areas of responsibility.

Remains informed of cutting edge technologies and advancements in municipal police operations and information technology programs.

Monitors developments related to police support activities, evaluates their impact upon department and City operations.

Improves City services by maximizing the effectiveness of staff and processes.

Directs, coordinates, and reviews the work plan for assigned services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Researches grant funding opportunities for the department; prepares federal and state grant applications to obtain additional funding for the department; prepares progress reports on grants; maintains files and documentation.

Prepares and reviews a variety of reports, memos and correspondence for distribution department wide, citywide, or to the public; conducts research for Police and City management, and City Commission, makes presentations as necessary.

Supervises trains and evaluates assigned staff, including supervising various administrative, financial, human resources and technical functions.

Provides staff assistance to City Boards/Committees and Commissions as assigned.

May represent the City in meetings with representatives of other law enforcement and governmental agencies, professional, business and community organizations, and the public.

Coordinates assigned activities with those of other divisions and outside agencies and organizations; resolves sensitive and controversial issues.

Analyzes legislation proffered at the county, state and federal levels for potential impact upon the City and coordinates the City's responses to proposed legislation.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of public safety, management and operations, crime analysis, and resource allocation.

Assesses need for new equipment, systems and programs for the department; works with vendors in researching and selecting new products; purchases products as appropriate.

Oversees and ensures legal compliance with departmental operating procedures.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of principles, practices, procedures and functions of public administration and local government. Knowledge of labor contracts, budget management, labor relations, emergency management, and information systems. Ability to think strategically and exercise considerable initiative and independent judgment. Ability to make decisions and initiate solutions to problems. Ability to conduct research, compile and analyze data and write reports.

Knowledge of principles, techniques and practices of modern police science, police administration and crime prevention. Knowledge of the use of police data/information and their application to the solution of police problems. Knowledge of pertinent federal, state and municipal laws and ordinances particularly with reference to the apprehension, arrest and prosecution of persons, including the rules of search, seizure and evidence is essential. Knowledge by which the quality of police service is evaluated. Knowledge of accreditation procedures. Knowledge of the organization and functions of the City departments and of county, state, federal law enforcement, regulatory, and licensing agencies. Ability to plan, assign, direct and supervise activities within the department. Ability to create and maintain a high level of professional and ethical standards of personal conduct for all employees of the department. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Ability to coach, develop and mentor subordinate staff. Excellent verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately quiet environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in public administration, business administration, criminal justice or related field; Master's degree or other advanced degree preferred.

A minimum of 8 years progressively responsible and relevant management experience, including 4 years of senior level experience.

Valid Florida Driver's License.