



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Assistant Chief of Police for Operations      **Prepared Date:** 03/2014  
**Department:** Police      **Approved By:** Elsa I. Jaramillo-Velez  
**Classification:** 5030      Patrick G. Salerno  
**Paygrade:** 35EP  
**FLSA:** Exempt

### Summary

The Assistant Chief of Police for Operations, 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 operational functions within the Police Department, including immediate deployment and control of all police forces, marshalling personnel and directing same in coordinating responses to emergencies, and budget preparation and monitoring fiscal expenditures. 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.

Plans, organizes and directs the activities of a police (operations or services).

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

Makes personnel assignments. Ensures that staffing requirements are in accordance with the bureau's operational needs.

Inspects the units and operations under command at regular intervals. Keeps informed of all bureau conditions, equipment, and activities.

Prepares bureau budget estimates and justification of needs. Recommends the purchasing of equipment and supplies.

Reviews department operating procedures and makes recommendations for improvements. Establishes, maintains and revises bureau goals and objectives. Implements changes to improve effectiveness and efficiency of the bureau. Conducts training programs in various phases of police activities.

Participates and assists in complex and difficult management tactical situations; responds to emergency situations.

Establishes and maintains positive public relations.

Attends and participates in conferences and meetings.

Prepares, reviews and processes a variety of reports. Ensures that records and reports are properly distributed and maintained.

Conforms with and abides by all City and department regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of management practices and techniques. Knowledge of the operation, staffing requirements, and activities of assigned division. Knowledge of the practices, techniques, and methods of Police administration; City and department policies and procedures, rules and regulations and collective bargaining agreements; knowledge of federal, state and municipal laws and ordinances relating to Police operations. Knowledge of the functions and objectives of local, state and federal law enforcement agencies Ability to manage emergency situations. Ability to direct, supervise, and delegate bureau personnel; to analyze complex problems and recommend solutions. Ability to prepare and manage budgets. Ability to develop and implement policies, procedures, goals and objectives. Ability to train personnel. Ability to establish and maintain effective working relationships. Skills in oral and written communication. Skills in public relations.

### **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. Work is predominately indoors in a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 25 lbs.

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.