



The City Beautiful

City of Coral Gables Job Description

Job Title: Police Chief
Department: Police
Classification: 5025
Pay grade: 43EP
FLSA: Exempt
Summary

Prepared Date: 1/2014
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Patrick Salerno



Under the broad policy guidance of the City Manager this position serves as a key member of the City's leadership team with direct responsibility for the effective implementation of City-wide strategic and operating initiatives. The Director oversees the long-range planning function, operations and management of the Police Department. Implements strategies and systems to enhance operations, management of employees, customer satisfaction, and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment. 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.

Directs and manages a City-wide Police Department consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.

Develops and manages annual operating budget; forecasts revenues and expenses.

Develops and implements long range and annual action plans to meet the needs of a growing City.

Provides overall direction and strategy regarding policies, procedures, and regulations to the City.

Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Assists the City Manager's Office with special projects, including projects beyond the Police Department.

Represents the City Manager's Office and works collaboratively with other agencies, boards, commission and civic groups.

Analyzes legislation proffered at the county, state and federal levels for impact upon the City and makes appropriate recommendation to the City Manager's Office.

Remains informed of cutting edge technologies and advancements in municipal Police Department programs.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.

Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the industry.

Appraises crime prevention and law enforcement problems of the City, develops efficient police solutions, and adjusts departmental methods to meet new situations and to improve existing operations and effectiveness.

Participates and assists in the more complex and difficult management tactical situations, and personally participates in dealing with the more difficult police situations.

Assists in the collective bargaining process.

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

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

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of principles, techniques and practices of modern police science, police administration and crime prevention. Knowledge of the use of police records and 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 the activities of the department. Ability to function effectively in the collective bargaining process. Ability to create and maintain a high level of professional and ethical standards of personal conduct for the position of police chief and 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. Good 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 noisy 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 criminology, law enforcement, public administration or related field; Master's degree preferred.

Ten (10) years progressive experience in law enforcement, including five (5) years of management level command experience.

Must be certified or certifiable in the State of Florida as a police officer under FDLE standards.

FBI National Academy or other related training preferred.

Valid Florida Driver's License.