

**City of San Rafael
Job Class Specification**

Job Title: Police Chief

SUMMARY:

Provides leadership to sworn and civilian Police department employees and provides San Rafael citizens with a safe secure city in which to live and work.

General direction is provided by the City Manager. Responsibilities include the direct and indirect supervision of management, technical, and support service personnel.

This classification is a department head position and represents the top level of management in the law enforcement series and is responsible for the administration of the Police department. Incumbents are responsible for formulating policy, developing goals and objectives, supervising staff, administering the budget, and directing the daily activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Leads Police Department Personnel towards achievement of goals and objectives established by the Mayor, Council and City Manager.
- Manages personnel and budget in accordance with statutory law, City Ordinances and established business practices.
- Formulates policy to support implementation of new initiatives.
- Identifies opportunities and potential problems.
- Develops strategies to exploit opportunities and mitigate problems.
- Develops subordinates to secure the most ethical and effective service delivery.
- Participates on City Management Team as contributing member giving informed advice and support to other City departments and their personnel.
- Establishes strong ties between the community and the Police Department based on mutual respect, understanding, and the desire to make San Rafael a better place to live and work.
- Maintains constructive Press and Community relations.
- Evolves the department toward internalizing the philosophy of community policing.
- Identifies, secures and implements new technology especially for records management and dispatch.
- Performs related duties and required.

KNOWLEDGE OF:

- Modern police methods and administration.
- Statutory and case laws and ordinances related to evidence, search and seizure.
- Information technology, personal computers and related software applications.
- Principles of leadership, management, supervision, training and employee development.
- Department vision, mission, values, policies and procedures.
- Labor law, human resource management and collective bargaining process.
- Principles of public administration and city government.

ABILITY TO:

- Communicate effectively both verbally and in writing.
- Operate a variety of public safety equipment, including computers and related applications.
- Establish and maintain cooperative relationships with the public and fellow employees.
- Supervise, train, evaluate, schedule and organize the work of subordinate personnel.
- Effectively mentor and develop subordinate employees.
- Maintain confidentiality regarding sensitive information.
- Facilitate problem solving, conflict resolution and resolve personnel grievances.
- Prepare and administer program budgets, grants and staff reports.
- Multitask, prioritize and make decisions in a timely manner.

LANGUAGE, MATHEMATICAL AND REASONING SKILLS:

Ability to read, analyze, and interpret documents. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from groups of officers, public officials, and the general public. Ability to calculate figures and amounts such as interest, proportions, and percentages. Ability to apply concepts of basic algebra. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, CERTIFICATION AND EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities for the position. Equivalent to a Bachelors Degree and seven years experience in municipal police work including at least three years in a supervisory capacity. US citizen. At least age 21. Valid driver's license.

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit, reach and grasp with hands and arms. The employee is occasionally required to walk, bend, squat, climb, kneel, crawl, and taste or smell. The employee must frequently lift and/or move up to 10 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 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. While performing the duties of this job, the employee is frequently exposed to video display and outdoors weather conditions and occasionally works evenings or weekends, frequently in environmental conditions. The noise level in the work environment is usually moderate.

Hazards: Hazards are moderate, fairly predictable and protected against.

Department: Police

FLSA Status: Exempt

Prepared By: SRPD Succession Planning Committee

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Approved By: City of San Rafael & San Rafael Police Mid-Management Association

Approved Date: October 2008