ASHEVILLE, NORTH CAROLINA

Classification Specification

Deputy Police Chief
Job Code: 6005
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to assist with the planning, directing and oversight of law enforcement operations and staff.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

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. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: directs the activities of personnel through subordinate managers; plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and City administrators and elected officials; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical

expertise; and provides progress and activity reports to Police Chief, City Manager, City Council, or others as requested.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures: ensures adherence to established safety procedures; informs personnel of changes in laws, rules, policies, and procedures; initiates any actions necessary to correct deviations or violations; and recommends or administers discipline for violations of rules/regulations.

Assists in developing long and short-term goals, plans, and objectives for the Police Department: researches, assesses, and develops strategies to meet current and future issues and concerns regarding City law enforcement needs; and identifies and recommends needed changes, modifications and/or enhancements.

Assists in developing, implementing, and updating department policies and procedures: formulates and develops work methods and practices, policies, standard operating procedures, training programs, and general orders; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation; and conducts training programs.

Coordinates the development of and assists in implementing departmental budget: coordinates with division staff members regarding division budget requests; recommends allocations for staffing, equipment, and capital improvement outlays; prepares and submits department budget to Police Chief for review and approval; monitors and approves expenditures to ensure compliance with approved budget; and prepares and maintains financial and budget documentation.

Facilitates and attends command staff meetings: reviews daily critical incidents, issues, opportunities, and future known events; provides expertise, guidance, and direction in addressing law enforcement issues; and disseminates general orders and information regarding changes in policies, procedures, codes, and criminal/civil case law.

Oversees crime prevention activities: analyzes crime; identifies trends; develops, coordinates, and implements initiatives, programs, and solutions to address and solve law enforcement needs and crime problems and issues; and directs preparation of general and specific crime reports and data to answer questions and address concerns from the City Manager, City Council, the community, or other individuals and organizations.

Coordinates department personnel actions: makes recommendations regarding selection, promotion, corrective action, discharge, and other appropriate personnel actions; initiates and/or reviews position announcements; coordinates interviews; administers and/or reviews performance evaluations; and reviews ad recommends disposition on employee investigations.

Performs public relations duties: represents the department on boards and commissions and at various community functions, City Council meetings, special events, graduations, etc.; attends meetings and events; prepares and gives speeches regarding department programs and activities, crime prevention, or other law enforcement issues and concerns; and responds to questions, complaints, and requests for information/assistance.

Performs related administrative duties in support of department operations: interprets department rules and regulations; reviews and approves activity reports and law enforcement actions; administers and coordinates grant activities, etc.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, principles, trends, advances, and practices relating to law enforcement; reads professional literature; maintains professional affiliations and certifications; and attends workshops, conferences, and training sessions as required.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, time sheets, agency reports, hiring documents, employee investigations, operating procedures, staff reports, general orders, budget and financial documentation, performance reviews, training and travel requests, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice, Public Safety, or a related field required; supplemented by seven years of progressively responsible experience in law enforcement, to include lead or supervisory experience.; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain Basic Law Enforcement certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.