ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Lieutenant (Recruitment & Career Development)
Job Code: 6080
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise activities and staff involved in recruitment, hiring, and

training of all department members.

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: 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 management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops, distributes, and 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; provides progress and activity reports to management; and updates and maintains department standard operating procedure manuals.

Supervises and oversees daily activities of Recruitment and Career Development Unit: develops and maintains department Recruitment plans and analysis; oversees selection process for all personnel; reviews and approves testing content and processes, as well as requests for re-testing; coordinates hiring activities, including reviewing and approving position announcements and candidate applications; administers department training programs to ensure compliance with North Carolina Criminal Justice Education and Training Standards Commission rules, regulations, and standards; reviews and approves lesson plans; coordinates and/or conducts training for field training officers, new supervisors, and others; coordinates outside training opportunities and related committees; and ensures maintenance and security of selection materials, training, and personnel files.

Coordinates programs with community organizations: serves as liaison between community groups and the department; develops long- and short-term goals and objectives to address public safety related concerns and problems, including identifying crime trends, analyzing crime statistics data, and developing proactive intervention plans; identifies and defines community representatives and geographic boundaries or locations; attends meetings and represents the department; receives and responds to community concerns; provides information and answers questions for both community groups and department staff; and prepares, maintains, and submits reports and records regarding liaison activities, community concerns received, and recommended solutions and problem-solving efforts.

Manages budget for area of assignment: develops recommendations for budget allocations for staffing, equipment, services, and other expenditures; reviews and approves purchases; monitors revenues and expenditures to ensure compliance with approved budget; supervises employees who conduct financial research; and analyzes financial records and reports and makes adjustments as needed.

Enforces all local and state codes, ordinances, laws and regulations, both traffic and criminal, to protect life and property, to promote security, and to maintain law and order: maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new trends, technology, and advances in law enforcement, evidence handling, storage and disposition, public safety planning, and operations and management analysis; maintains professional affiliations; and facilitates and attends division meetings, in-service training, and continuing education as required to remain knowledgeable of departmental operations.

Participates in on-call rotation as Patrol Watch Commander: provides command-level oversight for uniformed personnel during assigned shift; may perform command functions at critical or major accidents, emergencies, and disasters until relieved by a superior officer; assesses and contains scene; establishes command and control; manages and assigns personnel and other resources; coordinates with other divisions or agencies; ensures command notifications are made and critical information is shared; ensures community partners, such as schools, hospital, Department of Transportation, etc., receive pertinent information; coordinates the on-scene media response; and provides information and interviews to media when necessary.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals: ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations; maintains assigned police vehicle, uniform, weapons, and equipment; and inspects vehicles, uniforms weapons, and equipment assigned to subordinates.

Operates and maintains various equipment associated with law enforcement to complete work assignments, such as police vehicle, firearms, electronic control device, emergency equipment, radio/communications equipment, and other law enforcement tools and equipment.

Communicates with 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, lesson plans, state-mandated forms, training requests and orders, agency representative documents, applications, test results, recruitment plans and analysis, position announcements, employee performance evaluations, budget and financial records, 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 or a related field required; supplemented by five years of experience in law enforcement, recruiting, and training, 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 the following additional certifications or licensures: Advanced Law Enforcement, General and

Specialty Law Enforcement Instructor, or other certifications as deemed necessary.

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 evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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

Environmental Factors: Most essential functions are regularly performed without exposure to adverse environmental conditions. Performance of essential functions in the field may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

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.