



CITY OF INGLESIDE JOB DESCRIPTION

Assistant Chief of Police

Department: Police
FLSA Status: Exempt
Effective Date:
Pay Grade: 17

POSITION SUMMARY

Performs complex advanced protective services and administrative work planning, organizing, and assist directing all police operation, handling personnel and public information matters; ensures that all laws, regulations, and procedures are followed, and related work as apparent or assigned. Work involves setting polices and goals under the direction of the Chief of Police. Departmental supervision is exercised over all personnel within the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Chief of Police in Planning, directing, and coordinating all department activities for Patrol, Criminal Investigation Division (CID), Animal Control, Records, and Telecommunications officers/911.
- Assists the Chief of Police in the Department's operating budgets; prepares and presents the operating budget to the City Manager; approves payroll.
- Recruits and selects department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules; performs transfers, promotions, suspensions, terminations, and demotions.
- Maintaining records of grant and special aid programs revenue and expenditure reports for reimbursements and performing various administrative functions associated with grant and special aid programs.
- Meets with supervisors to resolve issues and delegate authority as needed.
- Reviews and creates internal policies and procedures; updates the policy manual as required.
- Develops and implements training programs for staff.
- Oversees Patrol activities such as traffic issues and accident investigation; monitors all criminal investigation activities.
- Attends meetings; prepares presentations for Council meetings; performs public speaking to citizens group and provides news media interviews within capacity of as the City's chief law enforcement officer.
- Develops and maintains positive relationships with the other local, State, and Federal law enforcement agencies.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Under the Direction of the Chief of Police
- Departmental Supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education - Bachelor's degree with coursework in criminal justice, public administration

Experience – Extensive experience in police administration including extensive managerial experience

License or Certificate –

Valid driver's license in the State of Texas

Special Requirements – Possession of Texas Commission on Law Enforcement (TCOLE Master Peace Officer certification upon hire

Required Education	Bachelor's Degree
Required Experience	Extensive Experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Comprehensive knowledge of the laws and regulations relating to law enforcement administration
- Comprehensive knowledge of department rules and regulations
- Thorough knowledge of City laws and ordinances
- Thorough knowledge of the geography of the City and the location of important buildings
- Skill in the use of firearms and the operation of a motor vehicle
- Ability to assign, direct and supervise the work of subordinate staff
- Ability to deal with the public firmly and tactfully
- Ability to analyze complex police problems and to adopt quick and effective reasonable courses of action
- Ability to establish and maintain working relationships with associates, elected officials, law enforcement agencies, school officials, State and Federal officials, and the public.

Admin.	Memos and Reports
Supervision:	All staff
Training:	Approves

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, sitting, stooping, kneeling, crouching, or crawling and pushing or pulling
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities
- Work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Weight	10-25 lbs.
Environment	Mod. noisy
Physical Activity	Moderate

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date