

ASSISTANT CHIEF OF POLICE**SUMMARY:**

Under general direction, assists in planning directing and coordinating activities in the Police Department; resolving problems of the highest technical nature, participates in the determination and formulation of policies; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Assists in the planning, coordination, supervision and evaluation of Police Department operations.
2. Provides highly complex staff assistance to the Police Chief. Assists in the development of policies and procedures for the department in order to implement directives from the City Commission and City Administrator.
3. Plans and implements law enforcement programs for an assigned area of responsibility of the department. Reviews department performance and effectiveness in assigned area, formulates programs or policies to alleviate deficiencies.
4. Supervises and coordinates the preparation and presentation of assigned portions for the annual budget for the department. Directs the implementation of the department's budget in assigned area. Plans for and reviews specifications for new or replaced equipment.
5. Coordinates the information gathered and work accomplished by various officers. Assigns officers to special assignments.
6. Handles grievances. Maintains departmental discipline and the conduct and general behavior of assigned personnel.
7. Prepares and submits periodic and ad hoc reports to the Police Chief and others regarding departmental activities.
8. Meets with elected or appointed officials, community leaders, the media and the public regarding department activities.
9. Gathers data to be used in collective bargaining and prepares issues papers and management proposals for negotiations. Administers collective bargaining agreements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the principles, practices and methods of modern police administration and law enforcement.
- Extensive knowledge of Federal, State, and local laws and ordinances.
- Considerable knowledge of constitutional safeguards, state laws, local ordinances, and police regulations.
- Considerable knowledge of management techniques, budgeting and fiscal management.
- Knowledge of municipal government organization and administration.
- Comprehensive knowledge or ability to quickly learn the geography of the City and location of important buildings.
- Knowledge or ability to quickly learn departmental policies and procedures.
- Knowledge of labor relations practices and principles.
- Skill in the use of handgun and self-defense.
- Skill in the use of computers and related software.
- Skill in both verbal and written communication.
- Extensive skills and ability to analyze complex police problems and to react quickly and orderly in emergency situations.
- Skill in preparing accurate and comprehensive reports.
- Skill in planning, assigning, directing, and developing employees in a manner conducive to effective performance while creating an atmosphere of motivation and accountability.

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- Skill to exercise tact, courtesy and firmness in frequent contact with public officials, media representatives, community leaders, professional groups, and the general public.
- Ability to establish and maintain effective working relationships as required by work assignments.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment, random drug testing for certain employees, and other criteria.

MINIMUM QUALIFICATIONS: The position requires a Bachelor's degree from an accredited college or university with a major in Criminal Justice, Police Science, Public, or Business Administration, or related field and ten (10) years law enforcement experience, or any equivalent combination of training and experience, and supervisory/managerial experience at the Police Captain or above.

Must possess and maintain the State of Florida Police Officer Certification or ability to become certified within six (6) months from date of employment.

A valid State of Florida driver's license is required. A driver's license from another state (equivalent to State of Florida Class E) may be utilized upon application with ability to obtain the State of Florida driver's license within thirty (30) days from date of employment. Must not, within the last three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver's license suspended under any point system.

Never convicted of a felony or a misdemeanor involving perjury, false statement, moral turpitude, or domestic violence.