

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Deputy Police Chief	CLASS. CODE: 0448
DEPARTMENT:	Police Department	FLSA: E
REPORTS TO:	Police Chief	DATE: 1/03/02

Job Summary:

Provides administrative and philosophical leadership to a division within the Police Department. Insures operations are performed consistent with community standards and expectations and with the Mission, Vision and Values of the Police Department. Determines departmental priorities and insures adherence with appropriate laws, guidelines and ethical standards.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Participates in and assists in the development of the philosophy of the Police Department. Determines and sets policy and goals in a variety of areas to carry out the mission, vision and values of the department.
2. Communicates with employees, peers, community members, partnering agencies and other groups to listen to their concerns, improve relationships, develop new ideas, and provide information regarding current trends, statistics and developments.
3. Provides leadership and guidance to assigned division by gathering input from officers, supervisors and command staff. Establishes priorities, guidelines, and parameters of programs and implements programs once approved; deals with daily emergencies and personnel issues of division. Ensures adequate training of subordinates.
4. Completes administrative duties such as daily paperwork, evaluations, personnel and performance related issues including disciplinary actions, grievances and commendations, and time accounting. Ensures administrative work of subordinate personnel is completed.
5. Prepares, presents and manages the division budget. Determines priorities and adjusts spending to meet departmental needs. Approves expenditure requests via FIMS.
6. Participates in daily, weekly, and monthly meetings with employees, supervisors, command staff, police liaison volunteers, neighborhood groups, project partners, other departments within the city and citizens as required or needed.
7. Assists officers and participates in operational missions and activities as needed.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by the Chief of Police.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Police Equipment, i.e. firearm, handcuffs, emergency vehicle and equipment, etc.
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university, preferably in a social sciences or related field; and,

Ten (10) or more years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Executive Certificate – DPSST required
- State of Oregon Drivers License required

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office and communication equipment such as radios, telephones, facsimile machines, etc.
- Business administration to include budgeting, staffing, and planning.
- Federal, state and local laws, ADA, FLSA, OSHA and labor laws.
- Policies and procedures, processes, best practices.
- Management theory.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Develop and maintain effective interpersonal relations
- Supervise and promote team building.
- Speak and present effectively in front of large groups.
- Organize and prioritize tasks.
- Work independently, make decisions, and exercise good judgment.
- Work under extreme stress.
- Provide strong leadership.
- Comprehend and apply concepts for enhancement and efficiency of department and division.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

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Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- See clearly, near and far; possess good depth perception, peripheral and color vision.
- Bend, kneel, stoop or climb and cross rugged and uneven terrain.
- Lift up to 50 pounds.
- Drive motor vehicles, sometimes at high rates of speed.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.