



## City of Irving Job Description

### Police Chief

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Police
<b>Job Code:</b>	1401	<b>Reports To (Job Title):</b>	City Manager

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#### PURPOSE

To plan, direct and lead the activities and operations of the Police Department, which includes Animal Services and the Office of Emergency Management.; to coordinate assigned activities with the City Manager, other City departments, and outside agencies.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- In cooperation with the City's overall strategic plan, coordinate, plan and implement Police Department strategies and initiatives to achieve departmental goals and objectives.
- Oversee, directly or indirectly, the operation of Animal Services and ensure their strategies effectively support the overall city strategy.
- Work with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- Review City Council agenda and Work Session items; coordinate agenda material with the City Manager; attend City Council meetings, public hearings and related proceedings to represent the Police Department. Prepare and present staff reports and other necessary presentations.
- Coordinate Police Department programs, services and administrative matters with the City Manager; attend meetings with administrative staff; keep the City Manager informed of key needs, issues and support requirements.
- Assume management responsibility for all Police Department services and activities including enforcement of laws, statutes, and ordinances, crime prevention, criminal investigation, emergency communications and other related law enforcement activities.
- Direct, oversee and participate in the development of the Police Department's work plan; delegate work assignments, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Oversee the selection and training of sworn and civilian personnel; monitor and evaluate employee performance; implement discipline and termination procedures.
- Participate in a wide variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the law enforcement field. Attend civic, professional service and community group meetings at schools, churches or other places of public gathering; explain the activities and functions of the Police Department, establish favorable public relations.
- Supervise and participate in the development and administration of the Police Department budget; coordinate budget preparation and administration with the City Manager.

## **OTHER DUTIES AND RESPONSIBILITIES**

- None

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 664 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and administer a Departmental budget of approximately \$50,000,000, annually.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's degree (B.A. or B.S.) from accredited four-year college or university in subject field related to position.

### **EXPERIENCE**

- Ten (10) years of increasingly responsible command and supervisory experience in municipal law enforcement, including five (5) years of administrative responsibility.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas Driver's license.
- State of Texas Master Peace Officer certification.

### **KNOWLEDGE OF**

- Police Administration: Modern principles, practices, and techniques of police administration, including State of Texas civil service administration rules and standards and techniques by which quality of police service is evaluated.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Public Safety and Security: Rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- Law and Government: Laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

## **SKILLS AND ABILITIES IN**

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Mechanical/Technical: Safely operate diverse equipment, including computers, weapons, and radios.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Speech Recognition: Identifying and understanding the speech of another person.

## **GUIDANCE RECEIVED**

### **City Mission and Goals**

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

## **CONTACTS**

Other City departments, vendors, civic organizations, other police agencies (municipal, County, State and Federal), government entities (County, State and Federal).

## **EQUIPMENT AND PROPERTY**

Computer, Printer, Fax, Telephone, Prep Radio, MDC

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, and/or talk. Frequently, s/he is required to drive a vehicle, sit, stand, and/or walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee rarely is exposed to outside weather conditions, the hazards of emergency driving and traffic control, violence, blood-borne pathogens, and/or body fluids. Encounters with the public occasionally are characterized by conflict and anxiety. The noise level in the work environment usually is moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.