



City of Irving Job Description

Police Chief

FLSA Status:	EXEMPT	Job Department:	Police
Job Code:	32011	Reports To (Job Title):	City Manager

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.