



City of Irving Job Description

Assistant Police Chief

FLSA Status:	EXEMPT*	Job Department:	Police
Job Code:	32063	Reports To (Job Title):	Police Chief

PURPOSE

To manage, direct, and coordinate the activities of an assigned bureau within the Police Department including Operations, Administration and Planning, and Technical Services; to coordinate Bureau activities with other divisions and departments; and to provide highly complex administrative support to the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Direct, oversee, and participate in the development of the assigned bureau work plan and budget, including developing goals and objectives.
- Assign work activities, projects, and programs; monitor work flow; develop and implement policies and procedures; and review and evaluate work products, methods, and procedures.
- Assist the Chief of Police in the formal department-wide planning and research functions of the Police Department.
- Coordinate activities with outside agencies and organizations; ensure that work performed is addressing the needs of the department; and provide staff assistance to the Chief of Police.
- Manage sworn officers and general government employees, including conducting interviews and dismissals, completing performance evaluations, recommending and enforcing disciplinary procedures, directing activities, and following up on complaints.
- Prepare and supervise the preparation of necessary reports relating to bureau activities and review reports prepared and submitted by subordinates.
- Report problems and progress of operations within the bureau to the Chief of Police.
- Identify opportunities for improving service delivery methods and procedures, and with appropriate management staff, develop plans for implementing improvements.
- Conduct or supervise internal investigations as required or as directed by the Chief of Police.
- Review and verify reports submitted by officers for completion and prescribed standards.
- Respond to citizen inquiries and resolve difficult and sensitive complaints regarding assigned bureau activities.
- Perform the duties of the Chief of Police in his/her absence as directed.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Represent the Chief of Police with the Civil Service Commission as assigned, including monitoring compliance with Civil Service regulations and requirements.
- Participate in a variety of boards and commissions, including staying abreast of new trends and innovations in the field of police science.
- Represent the Chief, the department, and the City in the community and with other law enforcement agencies.
- Perform essential duties of Police Officer, Sergeant, Lieutenant, and Captain.

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 all employees in a work unit.

FINANCIAL / BUDGETARY RESPONSIBILITY

Participates in, and recommends goals and budgets for long-range planning.

QUALIFICATIONS:

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

GENERAL

- Meet all requirements as specified in Chapter 143 of the Local Government Code and City of Irving Local Civil Service Rules.

EDUCATION

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

EXPERIENCE

- Two (2) years of experience as a Police Captain.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas driver's license.
- State of Texas Advanced Peace Officer certification.

KNOWLEDGE OF

- 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.
- Basic Math: Adding, subtracting, multiplying, and dividing quickly.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating 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.
- 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.
- 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.
- 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.

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, sit, stand, talk, and/or walk. Frequently, s/he is required to drive a vehicle. S/he occasionally is required to balance, carry, climb, crawl, grasp, handle, feel, kneel, pull, push, reach, smell, and/or stoop. Rarely, s/he must run. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.