

ASSISTANT CHIEF

I. Position Identification

- A) Title: Assistant Chief
- B) Bargaining Unit: Mid-Managers
- C) Customary Work Hours: 8:00 a.m. until 5:00 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Police Chief
- F) Directs The Work Of: Sworn and non-sworn personnel
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skills outlined below is qualifying. A typical way of gaining the skills is:

Education: Possession of Bachelor's Degree at the time of appointment with recognized college coursework in Police Science, Administration of Justice, Public Administration or related field, which must include completion of management/supervisory coursework or related certificate programs (continuing education in management/supervisory coursework is desirable).

Experience: Eight (8) years of recent, progressively responsible full-time work experience as a sworn Police Officer with three (3) years of supervisory experience, the most recent experience at the rank of Lieutenant or higher for a minimum of 12 months. Additional experience in both administrative and operational areas is preferable.

Licenses and/or Certificates Required: Possession of a valid California Class C driver's license and valid State of California Advanced and Supervisory POST Certificate is required.

II. FLSA Status: Exempt

III. Position Summary

Under direction of the Police Chief, plans, directs, manages and administers operational or administrative division of the Police Department; may serve as Police Chief in the absence of the Chief; exercises direct supervision over sworn and non-sworn personnel; and does other related work.

The Assistant Chief is at mid-management level. Incumbents are expected to have administrative and operational experience and effectively handle all situations that develop within their division and/or the department.

IV. Essential Functions

1. Plans, directs, manages and administers activities of the assigned division.
2. Prepares and recommends divisional goals, objectives, policies and priorities.
3. Prepares and administers a divisional budget.
4. Assists the Police Chief with the planning, direction, supervision and coordination of activities of the Police Department to preserve order, protect life and property and enforce laws and municipal ordinances.
5. Directs the selection, supervision and performance evaluation of divisional staff and provides for their training and development and implements disciplinary action as necessary.
6. Facilitates the development and practice of effective labor relations.
7. Approves requests for employee leave, overtime, and schedule changes.
8. Confers with the public, City officials and other justice agencies on law enforcement issues and assists in the development of municipal law enforcement practices.
9. Represents the department at a variety of public functions.
10. Responds to difficult citizen complaints and requests for information.
11. May serve as Police Chief in the Chief's absence.
12. Is subject to rotational on-call responsibility in situations where upper level management input is required.
13. Incorporates Community Oriented Policing strategies in the delivery of police services.
14. Has the ability and willingness to foster a team environment relationship within the Police Department and with other City employees in the course of daily activities.
15. Responsible for carrying out the mission of the City and the department and adherence to the City's and department's organization values.

16. Develops and maintains positive public relations with emphasis on customer service.
17. Committed to staff development and cooperative management practices.
18. Fosters employee empowerment in the delivery of services.
19. Encourages employees to develop entrepreneurial and innovative ideas.
20. Performs other duties and assumes other responsibilities as apparent or as delegated.

V. Job Related and Essential Qualifications

A. Knowledge of:

- Modern practices and techniques of police administration, organization and operation.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons.
- The laws, ordinances and State and local regulations affecting the work of the Police Department.
- Current training techniques, programs and materials related to law enforcement.
- Use of firearms and other modern police equipment.
- Public administration and local government including budgeting and personnel administration and supervision.
- Team based management and coaching principles.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of budget preparation and administration.

B. Skill at:

- Planning, directing, managing and coordinating major division of a Police Department.
- Preparing and administering divisional budget.
- Developing and administering sound divisional policies.
- Interpreting and making decisions in accordance with laws, regulations, ordinances and policies.
- Assessing the needs and desires of the community in relation to law enforcement.
- Demonstrating the powers of observation and memory.
- Using and caring for firearms.

- Gathering, assembling analyzing and evaluating facts and evidence and drawing logical conclusions and providing recommendation.
- Maintaining discipline and enforcing rules, regulations and procedures.
- Respond quickly and effectively in difficult situations.
- Effectively working with employees' problems and concerns.
- Analyzing administrative and organizational problems and make appropriate recommendations.
- Getting work accomplished through others.
- Coordinating multiple projects and meeting deadlines.
- Using a personal computer and job-related software applications.

C. Ability to:

- Establish and maintain cooperative and effective working relationships with public officials, departmental employees, the general public and other law enforcement agencies.
- Keep abreast of new products, procedures and changing technology relevant to the position.
- Demonstrate continuing effectiveness in carrying out the knowledge, skills and requirements of this position.
- Encourage cooperative resolution of problems by encouraging a free flow of ideas.
- Develop a rapport and maintain a liaison with community groups, news media, other agencies and the general public.
- Carry out policies of the City.
- Meet the physical, mental and environmental demands of the job.
- Exercise sound judgment.
- Use initiative and independent judgment.

VI. Physical Demands/Qualifications

1. Requires the ability to sit for potentially long periods of time throughout the workday.
2. Hearing sufficient to understand conversations, both in person and on the telephone.
3. Ability to work out-of-doors in all weather conditions.

VII. Non-Physical Demands/Qualifications

1. Communicate information clearly and effectively on a number different levels, both verbally and written.
2. Operate under tight deadlines.

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3. Be highly organized, detail oriented and possess the ability to prioritize a number of projects.
4. Possess a valid driver's license.

VIII. Environmental Conditions

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to extreme variations in temperature, humidity and can include high wind and rain.

IX. Other Duties and Requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.