

CITY of Brundidge

Job Description

Position Title: Police Chief

Reports To: The Mayor

Date: November 3, 2020 – November 24, 2020

Send Resume To:

Willie Wright, City Manager

City of Brundidge

Post Office Box 638

Brundidge, Alabama 36010

OR

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Purpose of Position

This is administrative police work in direction and coordination of all activities and employees of the City Police Department.

Work involves responsibility for the effective utilization of the manpower of the department in protecting lives and property throughout the city. Work includes coordinating the activities of the various divisions of the department in order to render maximum police service at all times. The incumbent plans, directs, and controls patrol, traffic, criminal investigation, and related services and activities, and supervises the training, assignment and discipline of all department members. All work is under the general supervision of the Mayor with whom the Chief consults in determining plans and policies to be observed in police operations. This position is classified as EXEMPT.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- With the assistance of subordinate supervisory officers, formulates and enforces departmental policies and regulations.
- Conducts regular and special meetings of command and supervisory personnel to review the adequacy of existing policies and procedures, to make such modifications are appropriate, and to develop new policies and procedures.
- Controls expenditures of departmental appropriations and prepares budget estimates.
- Supervises and participates in training members of the police force in police procedures, duties and use of equipment.

- Receives and dispose of complaints, attend meetings, visit churches, speak to civic organizations and other places of public assembly to explain the activities and functions of the Police Department and to establish favorable public relations.
- Cooperates with other law enforcement agencies of the area and throughout the country in the cooperative detection of crime and apprehension of violators.
- Maintains knowledge of the current development in the various police fields by reading, by visits, by correspondence and by membership in appropriate associations, course work, training, seminars and other methods.
- Ability to command the respect of officers, and to assign, direct and supervise the work of police personnel.
- Schedule regular meetings to keep the Mayor informed on police department activities.
- Ability to react quickly and calmly in emergencies.
- Skill in the use and care of firearms and other police equipment.

Marginal Job Functions

- Performs related work as assigned or required by the Mayor.
- Salary Employee – May work more than 40 hours a week.
- Work Pike County High School home Football games.
- Attended All Council Meetings

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's Degree in law enforcement, criminology or related field is preferred or a minimum of five (5) years of Command Level experience, with an overall minimum of ten (10) years of criminal justice experience, or any equivalent combination of education training, and experience which provides the requisite knowledge, skills, and abilities for this position. An Alabama State driver's license is required.

Knowledge of Job

Has extensive knowledge of the policies, procedures, and activities of Law Enforcement, Police Department and City of Brundidge practices as they pertain to the performance of duties relating to the position of Police Chief. Has extensive knowledge of criminal investigation techniques, laws and ordinances and police procedures and practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc., as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and

related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Has the ability to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENT: *Must* be physically able to operate a variety of office equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATIONS: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instruction and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgment in absence of supervision; and to acquire knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize the mathematical formulas; add and subtract totals; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion with coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress with confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken word). (Hearing - perceiving nature of sounds by ear).