

## **JOB SUMMARY**

This position is responsible for the management, supervision and deployment of the Police Department.

## **MAJOR DUTIES**

- Plans, directs and exercises general supervision over the work of the entire department.
- Formulates and enforces rules, regulations and procedures.
- Directs, coordinates and participates in the activities of the department.
- Prepares department budgets and controls expenditures of all department funds.
- Supervises the selection and periodic review of department personnel.
- Meets with the public and elected and appointed officials to discuss police programs.
- Coordinates training for department personnel.
- Performs related duties.
- Coordinates police activities with the county, state and all federal law enforcement agencies and City departments in matters of mutual interest.
- Develop programs that will prevent criminal activities within your scope of jurisdiction.
- Reviews complaints of citizens' groups and other organizations; develop good public relations and promotes crime prevention programs, makes public appearances and presentations for civic groups.
- Checks all applications for beer, wine, and liquor licenses and makes recommendations to council; reviews applications for taxi cab driver permits.
- Attends City council meetings and answers inquiries when necessary.
- Develops and implements administrative policies designed to maintain or increase the general efficiency and effectiveness of the police department; explains to subordinate patrol officers and other employees their connection with other City departments.
- Cooperates with State, Federal and County officers in the apprehension and detention of wanted persons.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of law enforcement administration.
- Knowledge of civil and criminal processes.
- Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.
- Knowledge of the methods and techniques involved in the prevention and detection of crime, and in the apprehension and detention of law violators.
- Knowledge of city streets and geography.
- Knowledge of budget development and management principles.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in the use of firearms and restraint equipment.
- Skill in operating emergency vehicles.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication
- Possess high-level of critical and analytical thinking skills.

## **SUPERVISORY CONTROLS**

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include Georgia criminal and traffic laws, the City Charter, personnel policies, department standard operating procedures, and other local, state and federal laws. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied law enforcement, management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Police Department. Success in this position contributes to the efficiency and effectiveness of agency operations to include, but not limited to; high department morale, a safe community, being at the forefront of crime prevention, and educating citizens about laws while promoting a safe community.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, elected and appointed official, court personnel, inmates, perpetrators, and members of the general public.
- Communication (written and verbal) and the detailing of the activities of the police department in communication with the general public are vital. Public appearances and speaking engagements are a necessary function of the position.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, utilizes the sense of smell, and distinguishes between shades of color.
- The work is typically performed in an office and in the field. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.
- This position requires good vision and hearing. Must be able to sit and drive for extended periods of time, and must be able to immediately respond to all police situations.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over department personnel.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.
- Must possess a certification in law enforcement training.
- Reliable upon emergency call situations.
- Georgia law 35-8-8 as amended, requires in part that a person employed in any police service classification:
  1. Be a citizen of the United States;
  2. Have a high school diploma or its recognized equivalent (Bachelor's Degree is preferred);
  3. Not have been convicted by any state, or federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution; nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law;

4. Be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal acts and /or records;
  5. Possess good moral character as determined by investigation under procedure established by the council and fully cooperate during the course of such investigation.
- Have an oral interview with the hiring authority or his representative (s) to determine such things as applicant's appearance, background, and ability to communicate.
  - Must pass the physical requirements of the state as well as the standard psychiatric test.
  - Must be/become a resident of Vidalia upon hiring and acceptance of position.
  - Only the most qualified applicants will be contacted for an interview. Applications, resumes, and references are due Friday, June 14, 2019 at 5:00 pm.
  - The salary is negotiable but dependent on experience and qualifications.

Applications can be obtained through the City of Vidalia's website at [www.vidaliaga.gov](http://www.vidaliaga.gov). Please mail your application and resume along with five (5) professional references to the attention of Shikima Johnson, HR Director, City of Vidalia, at 114 Jackson Street, Vidalia, Georgia, 30474. Applications may also be obtained in person at the City of Vidalia Administrative Office at the aforementioned address.

The City of Vidalia is an Equal Opportunity Employer