

MAJOR FUNCTION

This is responsible administrative, managerial and supervisory work directing the functions of a specific bureau of the Tallahassee Police Department. Work is performed under general administrative direction with review through conferences, reports and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes, supervises, and administers the activities and functions of the day-to-day operations of a bureau of the department. Supervises, reviews and coordinates staffing plans. Prepares annual budget and establishes goals and objectives for the bureau. Within limits of delegated authority, is responsible for the training, development, safety, and discipline of personnel. Confers with deputy chiefs, majors, and lieutenants to resolve operational and administrative problems. Responsible for organizing and managing complex events and large-scale emergencies. Attends and participates in conferences or meetings either in capacity of present position, or as a representative of the Chief's office. Recommends the selection, transfer, promotion, demotion, grievance resolution or termination of employees. Conducts performance evaluations and recommends approval or disapproval of step or merit increases. May work shifts of various lengths including, but not limited to 8 hours, 10 hours, 12 hours or more depending on the assignment and operational needs of the Department. Performs related work as required.

Other Important Duties

Responds to citizen inquiries/complaints or inquires from the City Commission or executive staff. Is involved in complex personnel issues requiring counseling, fitness for duty evaluations or progressive discipline. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the modern principles, practices and methods of police administration, organization, operation, and investigation. Considerable knowledge of department operating procedures, rules, regulations, and limitation upon departmental authority. Considerable knowledge of the pertinent laws, ordinances and codes pertaining to criminal and related violations. Considerable knowledge of the method of preserving evidence and what constitutes admissible evidence. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to exercise good judgment in evaluating situations and making decisions. Ability to react quickly and calmly in emergencies. Ability to observe situations analytically and objectively and prepare concise and accurate written reports. Ability to plan, organize, train, and supervise subordinates in a manner conducive to high performance and good morale. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and six years of professional experience in law enforcement work in a sworn capacity; or three years of college and seven years of professional experience in law enforcement work in a sworn capacity; or two years of college and eight years of professional experience in law enforcement in a sworn capacity. Three years of the required experience must have been in a sworn supervisory capacity at the Tallahassee Police Department and must be currently at the rank of Lieutenant. A master's degree in business or public administration, criminal justice, law enforcement, criminology or related field may substitute for one year of the required sworn experience.

Necessary Special Requirements

Must reside within a 50-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee, at the time of appointment.

Visual ability must be correctable to 20/20 in each eye with normal color and depth perception.

Must possess a valid Class E State driver's license at the time of appointment.

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