



# CITY OF SEDALIA, MISSOURI

## Job Description

<b>Job Title:</b>	<b>POLICE CHIEF</b>		
Department:	Police		
Supervisor:	Mayor		
Date:	February 2012	Position No.	PD/1
FLSA Status:	Exempt	Random Substance Testing:	Y

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### **Job Summary:**

This position is responsible for the overall management of the Police Department.

### **Job Scope:**

The purpose of this position is to oversee the operations of the Police Department. Successful performance helps ensure the provision of professional and effective law enforcement for the City of Sedalia.

### **Essential Duties and Responsibilities:**

1. Plans, implements, and directs department short- and long-range goals, objectives, and strategies.
2. Prepares department activity reports; supervises department personnel in preparing reports for the City Administrator, City Council, and Mayor.
3. Develops the department budget; monitors expenditures under the current budget.
4. Directs and participates in police training programs.
5. Directly supervises the Police Commanders in charge of the Technical Support, Uniform, CID, and Operations Support Divisions.
6. Attends conferences to maintain current knowledge of laws, training innovations, and new technology.
7. Represents the department at government, professional and civic organization meetings; delivers oral presentations to various local groups.
8. Establishes and coordinates working relationships with other law enforcement agencies.
9. Provides information to the news media through interviews and press releases.
10. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Bachelor's degree in Criminal Justice or related field from an accredited college
2. Nationally recognized Command School preferred
3. 10 years experience in Law Enforcement
4. 5 years experience in the Command Structure of a Department of similar size
5. Maintain/meet in-service requirements/continuing education
6. Must obtain Missouri POST Certification with 6 months of employment.
7. Must obtain Missouri drivers license within 60 days of employment
8. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of federal, state, and local laws and ordinances.
2. Knowledge of city personnel policies.
3. Knowledge of city budgeting guidelines.
4. Knowledge of the principles of police science.
5. Skill in the development, implementation, and enforcement of policies and guidelines.
6. Skill in the training and supervision of personnel.
7. Skill in interpersonal relations.
8. Skill in oral and written communication.

**Guidelines:**

1. City codes and ordinances.
2. City and department policies and procedures, and federal and state laws and regulations.
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

**Complexity:**

The work consists of varied managerial and technical duties. The need to respond to emergency and life-threatening situations contributes to the complexity of the work.

**Principal Working Relationships:**

1. Law enforcement officers, elected officials, business and civic leaders, vendors, representatives of federal and state agencies, and the general public.
2. Co-workers and other city employees.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has direct supervision over all Police Commanders.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices.