



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	COMMANDER – OPERATIONS SUPPORT		
Department:	Police		
Supervisor:	Police Chief		
Date:	February 2012	Position No.	PD/5
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for supervising the operations of the Operations Support Division. Commander assignments rotate at the discretion of the Police Chief.

Job Scope:

The purpose of this position is to supervise the operations of the Operations Support Division. Successful performance helps ensure effective and efficient department operations.

Essential Duties and Responsibilities:

1. Supervises the operations of the Operations Support Division,
2. Supervises Telecommunications staff to ensure adequate coverage of all shifts.
3. Manages the department's vehicle fleet; ensures that daily maintenance and emergency repairs are completed on all vehicles.
4. Serves as Liaison for Prosecutors Office (DNA)
5. Coordinates Emergency Management (FEMA, etc)
6. Attends Council meetings as required
7. Responds to calls for police services, including burglaries, thefts, assaults, lost or missing persons, traffic incidents, vandalism, domestic disputes and homicides.
8. Plans work schedules; approve leave requests.
9. Maintains employee files, accolades and deficiencies.
10. Disciplines and counsel employees; resolve employee grievances.
11. Conducts employee performance evaluations.
12. Approves training requests.

13. Ensures that all employees have adequate equipment and resources to complete their duties.
14. Maintains the bureau's budget by reducing the use of overtime, determine the upcoming years' training needs, equipment needs and cost associated with those requirements.
15. Serves as Staff Duty Officer for 1 week each month. On call for all serious incidents.
16. Performs duties of the Police Chief in his/her absence.
17. Coordinates training and continuous education programs for all department staff; maintains training records.
18. Purchases equipment and uniforms; maintains existing inventory and records.
19. Processes internal affairs investigation paperwork; maintains related records.
20. Supervises the operations of the Animal Control Division.
21. Serves as Commander of the Sedalia Police Honor Guard.
22. 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. Associates Degree required in Criminal Justice or related field prefer Bachelor's Degree
2. Prefer a nationally recognized Command School graduate
3. Minimum of 10 years experience in Law Enforcement
4. 5 years experience as a Sergeant in Sedalia or agency of similar size
5. All requirements of a Patrol Officer
6. Missouri drivers license
7. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of police operations.
2. Knowledge of public relations.

3. Knowledge of accepted personnel practices, procedures, and policies, including supervision, training, and performance evaluation.
4. Knowledge of vehicle maintenance and repair procedures.
5. Skill in planning, organizing, and scheduling work.
6. Skill in interpersonal relations.
7. Skill in oral and written communication.

Guidelines:

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

Complexity:

The work consists of varied supervisory and technical duties. Scheduling conflicts contribute to the complexity of the position.

Principal Working Relationships:

1. Co-workers.
2. Civic leaders, local business representatives, and vendors.

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 Telecommunications Officers', and Animal Control Officers.

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.