

## ASSISTANT TO THE POLICE CHIEF

### POSITION DESCRIPTION

**Classification Responsibilities:** The Assistant to the Police Chief is a professional classification that performs a variety of administrative duties in support of the Police Chief and the Mesa Police Department. A main focus of this classification is to represent the Police Department on issues pertaining to intergovernmental relations. Duties include: reviewing, researching, and analyzing proposed state and federal legislation affecting the Police Department; testifying and lobbying; providing summaries of bills at staff meetings; and summarizing changes to statutes for the Police Department prior to revised statute books becoming available. Other responsibilities include: serving as a liaison to the Arizona Association of Chief's of Police by providing lobbying support and assistance on state association management issues; responding to requests or complaints from the public; serving as the department liaison with various groups and organizations; and working on special projects as assigned by the Police Chief. This class performs related duties as required.

**Distinguishing Features:** The Assistant to the Police Chief is supervised directly by the Police Chief. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Requires any combination of training, education, and experience equivalent to a Bachelor's Degree in Public or Business Administration, or a related field, and considerable (3 - 5 years) professional-level administrative experience. Experience in municipal and/or legislative research and analysis and a Master's Degree in a related field are preferred.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** None.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, management, and public officials. Responds to public inquires. Prepares written documents (reports, presentations, correspondence, press releases) with clearly organized thoughts and/or using the proper sentence construction, punctuation, and grammar, in order to provide legislative and department information to external and internal customers. Represents the department's perspective on various City committees and/or before City management or City Council.

**Manual/Physical:** Attends meetings to coordinate efforts, represent the department, and to collect information. Monitors and/or evaluates information related to legislation. Operates a variety of standard office equipment to assist in the preparation of reports, and transmittal of information and reports.

**Mental:** Resolves procedural, operational, and/or other work related problems. Conducts research and/or analyzes data. Comprehends and makes inferences from written material to determine impact of legislative issues on department, and assists citizens. Coordinates work activities and program functions with other City departments, other cities, and/or other agencies. Prioritizes multiple projects, meets required deadlines, and handles more than one project simultaneously.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices of public administration;  
the principles and practices of intergovernmental relations;  
the legislative process and the Police Department's position; and  
federal and Arizona Statutes.

Ability to:

make decisions and exercise resourcefulness in addressing new problems;  
interpret ordinances, rules, and regulations;  
communicate effectively, both orally and in writing;  
analyze, interpret, and report research findings and recommendations in understandable terms; and  
establish and maintain effective working relationships with management, coworkers, representatives from other City departments, other public officials, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/18

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CS4870.DOCX

EEO-Prof

RESP-No

INCREMENTS 43-200

PAY GRADE: 51

CDL-No

IND-9410