

DEPUTY DIRECTOR - POLICE

JOB DESCRIPTION

Classification Responsibilities: The Deputy Director - Police is a civilian classification that plans, organizes, and directs all activities of one or more major divisions in the Police Department. Supervision is exercised over a large staff of civilian and/or sworn personnel primarily through subordinate supervisors. Work involves oversight of the division budget; long-range planning; setting strategic direction; and supervising, directing, and evaluating the work of personnel. A Deputy Director – Police recommends comprehensive goals and objectives and is responsible for the implementation and results achieved. Additional duties include: conducting administrative studies of management problems and concerns; developing comprehensive programs designed to effectively correct operational deficiencies; administering capital improvement projects and strategic plans; interacting with community organizations and representing the Police Department on various committees; coordinating activities with other law enforcement agencies; and participating in various Citywide projects and/or programs. Work assignments are broad in scope and are performed with considerable independence. The class performs related management and administrative duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Deputy Director - Police is expected to exercise considerable judgment and discretion and is held responsible for the effectiveness of division operations. Supervision is received from an Assistant Police Chief or Deputy/Assistant City Manager who reviews work through observation of results and evaluation of reports. This class is FLSA exempt-executive.

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. Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Public Administration, Business Administration, or a related field. A minimum of five (5) years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. 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. Graduation from an accredited college or university with a Master's Degree in Business or Public Administration is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, public officials, and personnel from other agencies to answer questions, give direction and explain policies and procedures. Prepares written documents, reports, proposals, letters, memos, etc., using proper sentence structure, punctuation, and grammar to convey necessary information and recommendations to management, subordinate staff, and the general public. Collects and analyzes data in order to make oral and written recommendations to management. Prepares written reports with clearly organized analysis and justification in support of operational issues. Provides written and verbal instructions to supervisors and staff. Represents the department and City with other groups, agencies, boards, and committees through memberships or participation in professional organizations. Prepares and reviews the following: budget recommendations for a division; statistics and reports on departmental activities; recommendations regarding performance ratings and disciplinary actions; departmental policies and procedures; management and financial reports; administrative studies; and program proposals. Makes presentations to senior staff members, City management, and City Council regarding division operations and programs

Manual/Physical: Attends meetings and observes, inspects, or monitors the behavior of office personnel to determine and maintain compliance with departmental policies and procedures and safety standards. Reviews written work product of office staff to ensure compliance with applicable City and Department policies, as well as local ordinances, and state and federal laws. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings. Operates a variety of standard office equipment to perform functions of the position. Meets scheduling and attendance requirements.

Mental: Comprehends and makes inferences from written material including: departmental policies and procedures, federal and state laws, City codes, City Personnel Rules, police reports, and administrative studies in order to resolve complex personnel problems; to formulate programs and plans to maintain departmental efficiency and responsiveness; and to make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters. Analyzes information, statistics, and reports on departmental activities in order to determine police service needs, availability of resources, and if existing programs meet the needs of the public. Develops and implements divisional policies and procedures and short- and long-term objectives. Supervises and evaluates the work of subordinate personnel by reviewing results achieved and ensuring conformance to standards.

Knowledge and Abilities:

Knowledge of:

police administration theories and practices;
Mesa Police Department policies, procedures, operations, and general orders;
public administration research methods and techniques, forecasting, and general budgeting principles and practices;
principles of supervision, training, and performance evaluation;
public administration methods of report presentation;
municipal government organization and the services normally provided; and
human relations and communication techniques.

Ability to:

establish leadership over assigned work group, and direct staff in meeting acceptable service levels to customers;
supervise and evaluate the work of a professional and technical staff;
analyze a variety of administrative, operational, and fiscal problems, and make sound recommendations for solutions;
coordinate and assign work to subordinates such that workload is distributed to maximize quality and quantity of work within the hierarchy of priority;
participate in the formulation of the division operating budget;
resolve work procedure problems and questions presented by subordinate level employees;
communicate with, and respond pleasantly to, a demanding and diverse public in answering questions, explaining policies, and handling complaints;
deal effectively with coworkers, City officials, and the general public in routine and emergency situations.

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.

New 1/24

MR/co/js

CS6402.DOCX

EEO-Prof

JOB FCTN-ADM

INCREMENTS 43-200

PAY RANGE: 65

IND-9410

SWORN-No