

POLICE DIVISION MANAGER

JOB DESCRIPTION

Classification Responsibilities: A Police Division Manager is responsible for planning, supervising, and reviewing the activities of all personnel assigned to a major division of the Police Department. Work involves participating in the preparation of the budget by recommending personnel and capital needs for a division; interacting with community organizations and representing the Police Department on various committees and boards; coordinating activities with other law enforcement agencies; and participating in various Citywide projects and/or programs. A Police Division Manager recommends comprehensive goals and objectives and is responsible for their implementation and results achieved. Incumbents in this class may rotate between major divisions based on operational needs and are expected to maintain a high level of proficiency in the areas and program responsibilities associated with each assignment. This class is responsible for performing related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Supervision is received from an Assistant Police Chief 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. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Public Administration, Business Administration, or a related field. Extensive (5+ years) professional level administrative experience and at least three years' experience in a supervisory capacity.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required. Must obtain and maintain ACIC/NCIC terminal operator certification (TOC) within six months of hire or promotion **(by assignment)**.

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 public and Police Department employees in order to answer inquiries and complaints, give directions, and explain actions of the Police Department and its policies and procedures. Communicates with employees regarding their performance. Conducts staff meetings. Prepares written documents including: performance evaluations, departmental reports, memos, budget

proposals, policies, procedures, and accreditation standards with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Builds partnerships with others to achieve goals and coordinates with other employees to facilitate events. 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; IGAs, MOUs, and administrative studies; and program proposals. Makes presentations to the public, 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 community focus groups and various meetings, conduct community outreach, and attend special events. Operates a variety of standard office equipment to perform functions of the position. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of a major Division in the Police Department. Supervises and evaluates the work of staff performing a variety of administrative, professional, and field activities in support of division programs. Prioritizes and assigns work to subordinates and prioritizes own work. Resolves procedural, operational, and work-related problems such as citizen complaints and requests for assistance; and personnel problems through facilitation, negotiation, communication, cooperative discussion, and research. Coordinates work activities and program functions such as program budgets, planning, and policy recommendations with other City departments, other cities, and other agencies. Develops divisional and other short- and long-term objectives, and strategic and operational plans. Conducts research and analyzes statistical, demographic, survey, and budget/financial data to make policy recommendations; and provide information to advisory boards, City management, and elected officials. Performs financial and/or cost and performance analysis of division program area. Prepares division budgets, monitors expenditures, and assists with review of budget documents. Comprehends and makes inferences from reports, correspondence, and informational materials in order to conduct business, provide information, and perform job duties. 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 problems, to formulate programs and plans to maintain departmental efficiency and responsiveness, and to make recommendations on various programs. Promotes training programs and materials that will effectively relay community relations and the community partnership message to participants. Quantifies and evaluates results of community partnership activities and initiatives. Develops a means of measuring internal and external accountability. Reviews the work product of others.

Knowledge and Abilities:

Knowledge of:

the principles and practices of public administration and management;
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;
City of Mesa Management Policies and Personnel Rules;
program budgeting practices and procedures; and
principles of supervision, training, and performance evaluation.

Ability to:

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;
compile statistical information, staffing justification, and other reports;
participate in the formulation of the division operating budget;
resolve work procedure problems and questions presented by subordinate level employees; and
establish and maintain effective working relationships with subordinates, police personnel, other law enforcement agencies, City personnel, 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.

New 4/26

TR/js/ah

CS6207

EEO-O/A

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 62

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 060-200